| | Number | Policy or Regulation |
|---|---|---|
| 0. Goals/Objectives | | |
| A. Code of Ethics | 0050 | P |
| B. Goals and Objectives for the Colchester Public Schools | 0200 | P |
| Goals and Objectives for Student Accomplishment | 0210 | P |
| C. Policies and Bylaws for the Colchester Public Schools | 0300 | P |
| D. Comprehensive Long-Range Planning | 0500 | P |
| E. Non-discrimination/Discrimination Complaints Resolution | 0521 | P/R |
| F. Concept, Goals and Roles in Community Relations | 1000 | P |
| 1. Communication with the Public | | |
| A. Media of Communication | | |
| (1) School, Family, and Community Partnerships | 1110.1 | P |
| (2) News Media Relationships | 1112 | P |
| B. Board of Education Meetings | 1120 | P |
| C. Distribution of Materials to and by Students | 1140 | P |
| D. Recognition of Students, Citizens, Staff members, and Members of the Board of Education | 1146 | P |
| E. Responsibilities of School Personnel | 1150 | P |
| F. Long Range Plan/Strategic Plan | | P |
| G. Sexual Offenders | | R |
| 2. Participation by the Public | | |
| A. Agenda Format/Preparation and Dissemination | 1205 | P |
| B. School Volunteers, Student Interns, Non-Employees | 1212 | P/R |
| C. Citizens' Advisory Committee | 1220 | P |
| D. School Visitors | 1250 | P/R |
| (1) Loitering or Causing Disturbance | | P |
| 3. Public Activities Involving Staff, Students or Use of School Facilities | | |
| A. Relations Between Public and Students | | |
| (1) Political Activities of School Employees | | P |
| (2) General Complaint Procedures | 1312 | P |
| (3) Gifts to School Personnel | 1313 | P |
| (4) Civility/Respectful Communications and Actions | 1316 | P |
| (5) Public Videotaping of Educational Activities | 1321.2 | P |
| (6) Gifts to Students | 1323 | P |
| (7) Solicitation of Funds | 1324 | P/R |
| (8) Advertising and Promotion | 1325 | P/R |
| B. Use of School Facilities | 1330 | P/R |
| (1) Prohibition Against Smoking Policy | 1331 | P |
| 4. Relations between other Governmental Agencies and the Schools | 1400 | P |
| A. Local Units | | |
| (1) Law Enforcement Officials | 1411 | P |
| (2) Fire Department | 1412 | P |
| (3) Fiscal Authority | 1416 | P |

| | | Number | Policy or Regulation |
|---|---|---|---|
| | (4) Administrative Regulations Regarding Sexual Offenders | 1450 | R |
| B. | Relations between Area, State, Regional and National Associations and the Schools | 1500 | P |
| C. | Relations between Non-Public and other Educational Organizations and School | 1600 | P |
| D. | Possession of Deadly Weapons and Firearms | 1700 | P |

5. Board Operations

| | | | |
|---|---|---|---|
| A. | Automatic External Defibrillators | | P/R |
| B. | Green Cleaning Programs | 1800 | P |
| C. | Pesticide Application on School Property | | P/R |
| D. | School Security and Safety | | P/R |

November 9, 2021

**0050**
**BYLAWS**
**Mission-Goals-Objectives**

## CODE OF ETHICS

This Code of Ethics is based upon "Standards of Leadership for Members of Boards of Education" recommended by the CABE Board of Directors in 1977:

1. I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of "children first."

2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations, and court orders pertaining to public schools. I will strive to bring any needed change only through legal and ethical procedures.

3. I will strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex, or social standing.

4. I will work unremittingly to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.

5. I will join with my Board, staff, community, and students in becoming fully informed about the nature, value, and direction of contemporary education in our society. I will support needed change in our schools.

6. I will strive to ensure that the community is fully and accurately informed about our schools, and will try to interpret community aspirations to the school staff.

7. I will recognize that my responsibility is not to "run the schools" through administration, but together with my fellow Board members, to see that they are well run through effective policies.

8. I will attempt to confine my Board action to policy-making, planning and appraisal, and will help to frame policies and plans only after my Board has consulted those who will be affected by its actions.

9. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in meeting. I will respect the opinions of others, and abide by the

principle of majority-rule.

10. I will recognize that authority rests only with the whole Board assembled in public meeting, and will make no personal promises or take any private action which may compromise the Board.

11. I will acknowledge that the Board represents the entire school community, and will refuse to surrender my independent judgment to special interests or partisan political groups. I will never use my position on the Board for personal gain.

12. I will hold confidential all matters pertaining to schools, which, if disclosed, might needlessly injure individuals or the schools.

13. I will insist that all school business transactions be open and ethical.

14. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.

15. I will strive to appoint the best trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.

16. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.

17. I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.

Adopted: November 22, 1999

Revised: November 13, 2018

NSC

**Mission-Goals-Objectives**

**District Goals**

The District shall maintain a coordinated K-12 program designed to improve student achievement.

The following practices contribute to achieving this goal.

The District will develop a partnership with staff, parents, and community members to identify and revise goals consistent with the goals adopted by the State Board of Education. To successfully prepare students for success in a rapidly changing world, goals adopted by the District will:

1. Ensure that all students have access to a quality education in a safe, engaging setting;

2. Equip students with the knowledge and skills necessary to be college and career ready and to pursue the future of their choice;

3. Hold all students to rigorous academic standards and expect them to succeed;

4. Provide students with opportunities for inquiry, exploration of the arts, and pursuit of extracurricular activities, in a rich learning environment;

5. Encourage parental and community involvement in student's education; and

6. Develop in students the core ethical values that our diverse society shares and holds important including: respect, responsibility, caring, trustworthiness, justice, fairness, civic virtue, and citizenship.

Policy adopted: May 13, 2001 Colchester Public Schools
Policy revised: May 27, 2014 Colchester, CT

# Mission and Functions

## Goals/Objectives for Student Accomplishment

### Educational Goals

These goals are presented with the full realization that the school is only one of several social institutions or influences affecting the child. Its contribution is modified by the intellectual, social, emotional, and affective potentialities that each child brings to the school environment. Our intent is that the school should contribute as fully as possible to the development of each child in the directions indicated by the goals stated.

As a result of those experiences provided in the Colchester Public Schools, each student should:

**1. Develop Competency and Interest in the Use of Language**

A. Master the skills of reading.
B. Speak and write standard English effectively.
C. Examine, understand and respond to a variety of voices from diverse cultures and historical periods.
D. Read for personal enjoyment.
E. Develop fluency and expression in oral reading.
F. Develop familiarity with and an appreciation of good literature.
G. Create works using the language arts in visual, oral, written and performance forums.
H. Choose and apply appropriate strategies that facilitate the development of fluent and proficient use of the language arts.
I. Evaluate critically what one sees, reads, and hears.
J. Learn a language other than English, as appropriate to particular needs and aptitudes.
K. Develop the ability to listen and follow directions.
L. Develop the ability for all students to have good study skills and habits.
M. Construct meaning, interpret and respond thoughtfully to written, visual, and oral text.
N. Employ the language arts for lifelong learning and enjoyment.

**2. Develop Competency and Interest in Mathematics**

A. Communicate mathematically using oral, written, concrete, pictorial, graphic, and symbolic representations.
B. Use mathematical reasoning to make, defend, and evaluate predictions and to justify and verify conclusion.
C. Use mathematical understanding to identify patterns and trends and to formulate problems from situations.
D. Use mathematical concepts, techniques and technology to represent, analyze and solve problems.
E. Identify interrelationships and equivalent representations and appreciate mathematical structure.

## Mission and Functions

### Goals/Objectives for Student Accomplishment

**2. Develop Competency and Interest in Mathematics** (continued)

F. Use mathematical skills and concepts in describing and analyzing diverse physical and social phenomena that arise in other disciplines.
G. Use mathematical understanding with confidence and appreciate the power and utility of mathematics.

**3. Develop Competency and Interest in Physical, Biological and Earth Sciences**

A. Learn scientific principles and concepts appropriate to student maturity and experience.
B. Understand science as discovery, exploration, and investigation.
C. Understand science in relationship to the environment.
D. Develop and evaluate alternative solutions to problems involving scientific concepts and methodology.
E. Apply scientific concepts and methodology to every day problems.
F. Recognize ethical problems in science.
G. Develop personal satisfaction from the use of scientific concepts, principles, and methodology.

**4. Develop Knowledge, Competence, Attitudes, and Values For Responsible Citizenship**

A. Understand the principles and values of American democracy.
B. Know local, state, national, and world history.
C. Know local, state, national, and world geography.
D. Know the structures and functions of government-local, state and national.
E. Understand local, state, national and international issues and problems.
F. Evaluate current events, issues, and policies and also their relationship in a historical context.
G. Evaluate present and past political practices at various levels of government.
H. Understand political-economic ideologies and cultures other than our own.
I. Assess distant events on governments, groups and individuals in world society.
J. Understand and participate in the political process to the degree possible.
K. Know the interrelations of political, economic, social, and psychological forces in our political systems.
L. Develop an appreciation of law and a respect for the individual in society.
M. Understand and support the values that sustain a free society.

## Mission and Functions

### Goals/Objectives for Student Accomplishment

**5. Develop Student Motivation To Learn Through Self-Knowledge and Personal/Social Skills**

A. Accept learning as a lifelong process of self-development providing satisfaction and pleasure.
B. Develop imagination and curiosity.
C. Develop self-esteem, self-acceptance, and self-reliance.
D. Respect the rights and dignity of others.
E. Develop responsibility.
F. Listen to and appreciate other views.
G. Cooperate with others in the pursuit of goals.
H. Develop insight into personal motivations and biases.
I. Develop awareness of common social values, their history, and their rationale.
J. Develop ability to commit to worthwhile purposes.
K. Develop self-discipline.
L. Evaluate and use personal abilities effectively.
M. Develop a sense of personal identity.
N. Develop a sense of humor in all students.
O. Develop a sense of trust, and trustworthiness in all students.

**6. Develop Knowledge, Skills and Insights For Careers**

A. Make informed personal decisions.
B. Understand career opportunities and requirements.
C. Recognize the basic knowledge and skills required in jobs and careers.
D. Develop vocational skills that complement basic education and which contribute later to productive performance and/or training on the job.
E. Develop knowledge and insight to enter a job, career, or training program.

**7. Develop Understanding, Appreciation, Interest, Participation, and Competence in Art, Music, Drama, and Dance**

A. Develop skills in, and an appreciation of art.
B. Develop skills in, and an appreciation of music.
C. Develop understanding and an appreciation of theater and drama.
D. Develop skills in and an appreciation of the dance.
E. Develop awareness of aesthetic experiences and interests in everyday living.
F. Develop appreciation of aesthetic interests and activities in the history of mankind.

## Mission and Functions

### Goals/Objectives for Student Accomplishment

**8. Develop Knowledge, Competence, Attitudes, and Values for Good Health, Parenthood, Family Life, and Personal Living**

A. Develop understanding of the family and of the commitments and obligations of family members in our society.
B. Develop knowledge and skills required in parenting, family management, and homemaking.
C. Understand our economic system and its implications for the individual.
D. Develop knowledge, skills and attitudes to function effectively as a consumer.
E. Develop good health habits, personal hygiene, dietary practices, and physical conditioning.
F. Understand the effects of drugs, tobacco, and other potentially harmful substances.
G. Participate in leisure time activities.
H. Acquire interest and skill in healthful lifetime physical activities.
I. Develop an awareness of the public's health, welfare, and safety.

**9. Develop Knowledge and Respect for Diversity in Today's Society**

A. Develop an appreciation for and an understanding of other people and other cultures.
B. Develop an understanding of political, economic, and social patterns of the rest of the world.
C. Develop awareness of the interdependence of races, creeds, nations, etc.
D. Develop an awareness of the processes of group relationships.

**10. Develop Knowledge, Competence and Skills in Technology**

A. Develop the ability to manipulate data on the computer.
B. Use technology to solve problems.
C. Use technology for organization and efficient use of time.
D. Use technology as a tool to increase productivity.
E. Use technology to create a database and a spreadsheet.
F. Learn how to effectively use graphing calculators.
G. Develop the ability to use a word processor and desktop publishing.
H. Use technology to access information.
I. Use technology to retrieve primary and secondary materials.
J. Develop an understanding of the ethics of using technology.
K. Develop the ability to apply the skills learned through technology in real life problem solving.

# Colchester Public Schools

**0300P**

**MISSION/GOALS/AND OBJECTIVES**

## POLICIES AND BYLAWS FOR COLCHESTER PUBLIC SCHOOLS

The Board of Education shall maintain a manual of policies and bylaws as the base for the governance of the school system. Administration will develop and maintain corresponding regulations at all times which are in compliance with applicable laws. The policies, bylaws, and regulations must at all times be in compliance with applicable laws. The Board recognizes its responsibility to maintain current policies, bylaws, and corresponding regulations. Periodically, the Board shall review and update these documents to be consistent with applicable laws. The Board of Education views its policies as aids to decision-making and will, to the best of its abilities, make all its actions consistent with those policies.

POLICY ADOPTED: October 12, 1999
REVISED: March 12, 2019

NSC

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**0500P**
**MISSION/GOALS/OBJECTIVES**

## COMPREHENSIVE LONG-RANGE PLANNING

The Board of Education will develop a long-range plan based on needs identified by the community and school personnel. The Board of Education's Long-Range Plan will specify targets in the areas of regular and special learning programs, staffing, building utilization, capital improvements, maintenance of buildings and grounds, professional development, instructional improvements, student achievement, and an annual business plan. The comprehensive Long-Range Plan will focus on the achievement of Board adopted goals and objectives.

The Board of Education will develop its annual goals and objectives based on its Long-Range Plan.

Legal Reference: Connecticut General Statutes
10-220 Duties of Boards of Education

ADOPTED: October 12, 1999
REVISED: January 8, 2019

NSC

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**0521P**

**COMMUNITY/BOARD OPERATIONS**

# NON-DISCRIMINATION POLICY (COMMUNITY)

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), gender identity or expression, veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, as well as the district website. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), gender identity or expression, or veteran status.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

For the purposes of this policy, "veteran" means any person honorably discharged from, released under honorable conditions from active service in, or released with an other than honorable discharge based on a qualifying condition from the United States Army, Navy, Marine Corps, Coast Guard, Air Force, and Space Force, and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (A) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (B) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (C) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

For the purposes of this policy, "race" is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Any individual wishing to file a complaint regarding discrimination or harassment may obtain a copy of the Board's complaint procedures and complaint form which are included in the Board's Administrative Regulations Regarding Non-Discrimination. These regulations accompany Board Policy 0521P and are available online at **www.colchesterct.org** or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, or disability, such complaints will be handled in accordance with other appropriate policies #4118.11P Sex Discrimination & Sexual Harassment in the Workplace; #5145.5P Sex Discrimination & Sexual Harassment (Students); #4118.14P Employees & Section 504 of the Rehabilitation Act of 1973 & Title ll of the Americans with Disabilities Act of 1990, and #5145P Students & Section 504 of the Rehabilitation Act of 1973 & Title ll of the Americans with Disabilities Act of 1990.

Individuals also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617) 289-0111
http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

Employees may also file a complaint regarding employment discrimination or harassment with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Individuals may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Anyone who has questions or concerns about this policy, and/or who may wish to request or discuss accommodations based on religion, and/or who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination, may contact:

Director of Pupil Services and Special Education
380 Norwich Avenue, Colchester, CT 06415, 860.537.3103

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the Board's Title IX Coordinator:

Director of Pupil Services and Special Education
380 Norwich Avenue, Colchester, CT 06415, 860.537.3103

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability may contact the Board's Section 504/ADA Coordinator:

Director of Pupil Services and Special Education
380 Norwich Avenue, Colchester, CT 06415, 860.537.3103

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Connecticut General Statutes § 10-153. Discrimination on basis of marital status
Connecticut General Statutes § 46a-58. Deprivation of Rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-60
Connecticut General Statutes § 46a-81a Discrimination on basis of sexual orientation: Definitions
Connecticut General Statutes § 46a-81c Sexual orientation discrimination: Employment.

ADOPTED: October 12, 1999
REVISION: November 15, 2011
REVISION: May 13, 2014
REVISION: June 13, 2017
REVISION: August 14, 2018
REVISION: June 21, 2021
REVISION: November 9, 2021

**Series 0000/1000**
**0521**
**Community/Board Operations**

**DISCRIMINATION COMPLAINTS - ADMINISTRATIVE REGULATIONS**
**(COMMUNITY MEMBERS)**

It is the policy of the Colchester Board of Education that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), gender identity or expression, or veteran status is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), gender identity or expression, or veteran status.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled in accordance with other appropriate policies Series 4000 #4118.11 Sex Discrimination & Sexual Harassment in the Workplace; Policy Series 5000 #5145.5 Sex Discrimination & Sexual Harassment (Students); Policy Series 4000 #4118.14 Employees & Section 504 of the Rehabilitation Act of 1973 & Title ll of the Americans with Disabilities Act of 1990, and Policy Series 5000 #5145 Students & Section 504 of the Rehabilitation Act of 1973 & Title ll of the Americans with Disabilities Act of 1990.

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), gender identity or expression, or veteran status. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and implementing Administrative Regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

<u>Complaint Procedure</u>

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), gender identity or expression, or veteran status he/she should make a written complaint to the Superintendent, or his/her designee. The individual and any respondent (if applicable) will be provided a copy of the Board's policy and regulation and made aware of his/her rights.

The complaint should state the:

A. Name of the complainant,

B. Date of the complaint,

C. Date(s) of the alleged harassment/discrimination,

D. Name(s) of the harasser(s) or discriminator(s),

E. Location where such harassment/discrimination occurred,

F. Names of any witness(es) to the harassment/discrimination,

G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and

H. Proposed remedy.

Any individual who makes an oral complaint of harassment or discrimination will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the staff member receiving the oral complaint will either reduce the complaint to writing or assist the individual with completing the written complaint form.

All complaints received by staff members are to be forwarded immediately to the Superintendent or his/her designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Superintendent or his/her designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator ("respondent") and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination, the investigator should:

1. offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on

the availability of necessary witnesses and/or participants during periods of time when school is not in session) to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;

2. provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;

3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;

4. conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;

5. maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;

6. communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be extended by fifteen (15) business days during periods of time when school is in session or reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

7. if a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);

8. whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the harassment or discrimination. Corrective action should include steps to avoid continuing discrimination;

9. if either party to the complaint is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a

designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within fifteen (15) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) following the receipt of the written request for review.

A complainant alleging race, color, national origin, sex, disability or age discrimination may file a formal complaint with the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (TELEPHONE NUMBER: 617-289-0111).

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER: 800-477-5737).

An employee alleging discrimination related to their employment may also file a complaint with the Equal Employment Opportunity Commission, Boston Area Office.

John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203

(TELEPHONE NUMBER: 800-669-4000).

ADOPTED: November 15, 2011
REVISION: May 13, 2014
RE VISION: August 14, 2018

5019039v5

**DISCRIMINATION COMPLAINT FORM**

**(For complaints based on race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), gender identity or expression, or veteran status)**

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

_____

Location where such discrimination/harassment occurred _____

_____

Name(s) of any witness(es) to the discrimination/harassment _____

_____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

_____

_____

_____

_____

_____

_____

Proposed remedy: _____

_____

7/27/2018

5019039v5

**DISCRIMINATION COMPLAINT FORM**

**(For complaints based on race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), gender identity or expression, or veteran status)**

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

_____

Location where such discrimination/harassment occurred _____

_____

Name(s) of any witness(es) to the discrimination/harassment _____

_____

Detailed statement of the circumstances constituting the alleged discrimination or harassment_____

_____

_____

_____

_____

_____

_____

Proposed remedy:_____

_____

7/27/2018

5019039v5

# Colchester Public Schools

**1000P**

**COMMUNITY RELATIONS**

## CONCEPT, GOALS, AND ROLES IN COMMUNITY RELATIONS

The Board of Education recognizes that the community, defined broadly as the state and specifically as the area served by the school system, determines the quality of local education. It is imperative that members of the community and the school personnel collaborate in planning, developing policy, implementing programs and evaluating results.

School-community relations are not merely reporting and interpreting. Rather, they are part of a public enterprise in which community members and school personnel play their respective roles in the best interests of the school district.

The Board of Education establishes the following goals for community relations:

1. To increase public understanding of the school system.

2. To increase community confidence and interest in the school system.

3. To promote effective dissemination of information concerning school activities.

4. To solicit community feedback about the school system.

5. To encourage the sharing of resources among civic and community organizations for the benefit of the school system.

6. To invite community participation in school activities.

POLICY ADOPTED: December 14, 1999
REVISED: April 9, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**1110.1P**

**COMMUNITY/BOARD OPERATIONS**

# SCHOOL, FAMILY, AND COMMUNITY PARTNERSHIPS

Considerable evidence indicates that meaningful involvement of parents, guardians, and other caregivers in the schooling of children improves the quality of education significantly. The Board of Education believes that closer connections of parents and others responsible for the home care of the children with our schools can result in enhanced academic performance, improved behavior, and reduced absenteeism.

Therefore, all parents, guardians, and caregivers of students enrolled in our school district are encouraged to take an active role in the education of their children.

Further, the Board of Education believes that the administration should take steps to facilitate a broad variety of opportunities for parents to connect frequently with the schools in which their children are enrolled, and with the overall system. Each option should:

- encourage strong home-based partnerships;
- provide for consistent and effective communication between the parents, guardians, and caregivers, and school officials;
- offer parents, guardians, and caregivers ways to assist and encourage their children to do their best;
- offer ways parents, guardians, and caregivers can support classroom learning activities; and
- provide opportunities for parents, guardians, and caregivers to have a voice in the planning and decision-making at both the school and district level.

In order to afford all parents, and caregivers opportunities for involvement in the educational process, activities and the scheduling of those activities must take into account the needs of working parents, guardians, and caregivers.

Some mechanisms that have been shown to be successful in fostering home-school connections are parent newsletters, open houses, parenting education workshops, parent-teacher organizations, parent forums, parent participation on school governing councils, parent participation on district and/or building committees and task forces, and classroom volunteerism.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules, policies, and procedures as amended by P.A. 97-290.

Policy Adopted: December 11, 2007
Revised: July 13, 2021

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

# Colchester Public Schools

**1212P**

**COMMUNITY/BOARD OPERATIONS**

## VOLUNTEERS, STUDENT INTERNS, AND OTHER NON-EMPLOYEES

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Colchester Public Schools staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Colchester Public Schools.

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols. The Board may limit or restrict volunteers based on the guidance of federal, state, and local health authorities. Administrators reserve the right to evaluate volunteer opportunities on a case by case basis.

No employee of the Colchester Public Schools shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school principal.

Legal References:

Connecticut General Statutes § 10-4g

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-235

Connecticut General Statutes § 54-250 et seq.

"Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together," Connecticut State Department of Education (June 29, 2020), available at https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf.

TEMPORARY POLICY ADOPTED: August 17, 2020
POLICY ADOPTED: November 9, 2021 (Replaced 1000.3T temporary COVID-19 policy)

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**1212R**

**COMMUNITY/BOARD OPERATIONS**

# ADMINISTRATIVE REGULATIONS REGARDING VOLUNTEERS, STUDENT INTERNS, AND OTHER NON-EMPLOYEES

## Screening Procedure

The following procedure has been established for screening volunteers, interns and other non-employees ("volunteers") within the Colchester Public Schools. For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the student body with the express knowledge, consent and direction of a Colchester Public Schools employee. Student interns are defined as individuals currently enrolled in a post-secondary program for which an authorized internship is required or for which the student may be granted credit as part of an approved course of study. As with other volunteers, all student interns must be approved in advance by the building administrator or his/her designee and must be under the direction of a Board employee.
This procedure identifies those situations in which an individual may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry within 10 days of application and/or request to volunteer within the Colchester Public Schools. All results must be received by the Human Resources Office before the volunteer may commence his or her services. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Colchester Public Schools.

## Screening Procedure Definitions

The District has identified two classifications of volunteers: Group I and Group II.

Group I

Volunteers will be classified in Group I when they assist school staff members with school activities in the presence of a Colchester Public Schools employee. Background

checks will not be required of Group I volunteers. Group I volunteers are those who assist school staff members with school activities such as those listed below:

a. assisting in a classroom, cafeteria, or library when a staff member is present; or
b. accompanying a class on a field trip during the school day with a staff member; or
c. helping in the school office during regular school hours; or
d. assisting in the cafeteria or library during regular school hours; or
e. assisting during extracurricular events, i.e., dances, fairs, open house, sporting events, etc.

Group II

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of a Colchester Public Schools employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry. Group II volunteers are those who engage in activities such as those listed below:

a. accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time; or
b. chaperoning an overnight field trip; or
c. working in direct contact with students without the direct presence of a Colchester Public Schools employee;
d. working as a student intern; or
e. coaching.

Upon receipt of DCF Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or his or her designee will notify the volunteer of the results of the Registry check and will provide an opportunity for the volunteer to respond to the results of the Registry check. No person who is required to register as a sex offender under state or federal law, or whose name is

currently listed on the DCF registry, may be approved to volunteer within the Colchester Public Schools.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the Colchester Public Schools. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

**Prior Approval Required**

All school volunteers (including student interns or other non-employee working in the schools) must be approved in advance by the building principal or other administrative designee. The school district, acting through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration. Due to the COVID-19 pandemic, the school district may limit or restrict volunteers based on the guidance of the federal, state, and local health authorities.

**Sign-in Procedure**

All volunteers must report to the school office upon arrival to sign in and must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers must indicate the purpose of their visit and include any other information (i.e. destination; provide proof of identification etc.) as may be required by the log. Additionally, volunteers will be provided with identification badges, which must be displayed during each visit. All volunteers must comply with all school health and safety protocols in place at the time, including any health screening protocols.

Legal Reference:

Connecticut General Statutes § 10-4g

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-235

Connecticut General Statutes § 54-250 et seq.

"Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together," Connecticut State Department of Education (June 29, 2020), available at https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf.

TEMPORARY REGULATION ADOPTED: August 17, 2020
REGULATION ADOPTED: November 9, 2021

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

# Colchester Public Schools

**1112P**

**COMMUNITY RELATIONS**

**NEWS MEDIA RELATIONSHIPS**

Because schools are public institutions serving the educational needs of the community, it is important that information be disseminated concerning programs, activities, and significant school events. To ensure that this publicity be given wide coverage and coordinated with a common effort and purpose, the following procedures shall be followed with news media:

I. The Board of Education Chairperson shall be the official spokesman for the Board. The Superintendent of Schools may report on actions of the Board.

2. News releases of a system-wide nature, or which pertain to established school system policy, are the responsibility of the Superintendent and will be issued through his/her office.

3. News releases which are of concern to only one school, or to an organization of one school, are the responsibility of Principals. Principals shall follow the parent/caregiver consent guidelines for allowing students to be interviewed or photographed by the media.

4. Board meetings to which the public has access may be photographed, broadcast, or recorded for broadcast by any newspaper, radio broadcasting company, or television broadcasting company. This is subject to the following guidelines:

   A. News media personnel who intend to photograph, broadcast, or record for broadcast the proceedings of any public meeting of the Board of Education shall provide appropriate identification to the Superintendent of Schools, if requested by the Superintendent, prior to said meeting of the Board.

   B. Only news media personnel employed by a news outlet, radio or television broadcasting company, or personnel of a recognized student news medium assigned to cover the proceedings of a Board of Education public meeting shall be permitted to photograph, broadcast, or record for broadcast, such proceedings.

   C. Any photographer, broadcaster, or news journalist authorized by an employer or student news medium to photograph, broadcast, or record for broadcast, proceedings at a public meeting of the Board of Education, and any personnel

associated with said photographer, broadcaster, or news journalist, shall photograph, broadcast, or record for broadcast proceedings of said meeting as inconspicuously as possible and in such a manner which doesn't disturb proceedings.

D. If, in the judgment of the Chairperson of the Board of Education, the presence at a Board meeting of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the public business at such meeting becomes unfeasible, access by these individuals may be limited to the extent necessary to remove disruption.

Legal Reference: Connecticut General Statutes
1-226 Recording, broadcasting, or photographing meetings.

POLICY ADOPTED: February 13, 2001
REVISED: March 12, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**1120P**
**COMMUNITY RELATIONS**

# BOARD OF EDUCATION MEETINGS

## Public Participation at Board of Education Meetings

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law.

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Education is made through posting the agenda, on the District website, through notices to newspapers, and directly to citizens and community and professional organizations who specifically request such notification. A reasonable charge may be made for those persons or organizations requesting advance announcements of meetings and agenda backup materials.

Board meetings are meetings held in public and are not open hearings. Once the Board moves into regular agenda the public may participate as allowed by the Chairperson and with the following restrictions:

1. Questions and/or comments are to be restricted to the specific agenda item being discussed;
2. Public comment shall be allowed during the "Public Comment" agenda items only;
3. Board members shall be recognized first for comments and/or questions;
4. Questions and/or comments by the public may be restricted by the Board Chairperson, including the length of time for each comment; and
5. The Chairperson may, at his/her discretion, curtail public discussion at any time.

Any citizen may appear before the Board to express his/her opinion concerning the educational program of the district in correlation to any open agenda item for a specific meeting. The Board encourages members of the public to address complaints concerning individual District personnel through the proper chain of command. The Board agenda provides opportunities for comments and questions from persons attending the meeting. Persons wishing to address the Board should give their names and addresses.

## Communications to the Board

Any citizen that is unable to attend a public meeting may address the Board in writing. Written communication must be received at least 24 hours prior to the scheduled meeting. In addition,

no anonymous or “mass mailings” will be included in the communications section of the Board agenda. Any communication regarding a specific staff member or student will be listed in the agenda indicating the sender and the subject, but the actual communication will not be included in the agenda.

**Board Relations with Community Organizations**

It is the intention of the Board of Education to cooperate fully with appropriate officials, Boards, committees, or other agencies of the town, and with organized groups of interested citizens of the town. Any such individual or group requesting a meeting with the Board of Education should present its request to the Chairperson of the Board, or the Superintendent, in ample time to allow for proper preparation of agenda items, notification of Board members, and establishment of a meeting time and place.

(cf. 1312 - Public Complaints)

Legal Reference: Connecticut General Statutes

1 225 Meetings of government agents to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.
1 226 Broadcasting or photographing meetings.
19a 342 Smoking in public meetings in rooms of public building prohibited.
1 227 Mailing of notice of meetings to persons filing written request. Fees.
1 230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
1 232 Conduct of meetings.
1 205 Denial of access to public records or meetings.
10 238 Petition for hearing by board of education.

POLICY ADOPTED: December 14, 1999
REVISED: November 12, 2019
REVISED: February 8, 2022

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

# Colchester Public Schools

**1140P**

**COMMUNITY RELATIONS**

## DISTRIBUTION OF MATERIALS TO AND BY STUDENTS

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board appointed citizens' ad hoc advisory committees, will be referred to the Building Administrator if it is for one building, or to the Office of the Superintendent if more than one building is involved to determine whether the requests comply with overall school purposes and policy.

Material distributed to students in printed, electronic or posted form shall involve only activities or opportunities provided or sponsored by a non-profit/not-for-profit entity, organization, or governmental agency. The name of the non-profit/not for profit organization or governmental agency must be specifically defined and clearly printed on the material for distribution along with the organization's or agency's telephone number for inquires. In addition, the words "Not for Profit" must be clearly stated on the material for distribution. All such material shall extend the curriculum of the Colchester Public Schools or broaden the cultural life or recreational activities of students. No material that relates to any religious belief or activity, or promotes private gain or political position, party or candidate will be approved.

The reproduction of approved material(s) is the responsibility of the sponsoring group.

Commercial material, advertisements, or material generated by an individual that is not sponsored by a non-profit/not-for-profit entity, organization, or governmental agency shall not be approved for distribution.

**Budget/Referendum Materials**

Information concerning a budget or referendum, specifying only the time, date and location, may be disseminated through the students. This information should be factual and may not contain statements, which advocate a position on the budget or on a referendum question. Legal Reference: Connecticut General Statutes 9-369b Explanatory text relating to local questions.

Legal Reference: Connecticut General Statutes
9-369b Explanatory text relating to local questions.

POLICY ADOPTED: December 14, 1999
REVISED: April 9, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

# Colchester Public Schools

**1146P**

**COMMUNITY RELATIONS**

## RECOGNITION OF STUDENTS, CITIZENS, STAFF MEMBERS, AND MEMBERS OF THE BOARD OF EDUCATION

The Board of Education is committed to recognizing and honoring citizens, students, staff, and groups whose distinguished or exceptional achievements benefit the school system. Persons so honored shall include retiring staff and Board members who have contributed to the school system over an extended period of time. The Board may act through recognition at Board meetings, letters of recognition, or other appropriate methods.

POLICY ADOPTED: December 14, 1999
REVISED: February 13, 2019

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COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

# Colchester Public Schools

**1150P**

**COMMUNITY RELATIONS**

## RESPONSIBILITIES OF SCHOOL PERSONNEL

All school personnel are requested to place a positive and factual light on all school system matters.

Those persons must also be aware that they are representatives of the school system by virtue of their employment, and, as such, influence the public image of the school system.

POLICY ADOPTED: December 14, 1999
REVISED: April 9, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

# Colchester Public Schools

**Series 1000**
**Community/Board Operations**

**Board Long Range Plan/Strategic Plan**

Our Strategic Plan focuses the District's efforts and resources on mutually determined goals. The Strategic Planning Core Committee is comprised of Board of Education members, Superintendent of Schools, school administrators, educators, support staff, parents, and community members. The committee reviews progress in the goals of the district and conducts a needs assessment to determine/refine the district's mission, beliefs, and goals. The professional goals of the administrators and educators are aligned with the Strategic Plan.

The community of Colchester expressed a strong desire for an educational experience where learning extends beyond the classroom while meeting student needs through personalized learning plans, innovative and relevant curricula and a focus on both college and career readiness.

## *Goals*

- **Student learning** is supported by a personally relevant curriculum where problem solving, communication, and critical thinking extend beyond the classroom.

- **Students** use academic, technical, social, and creative skills to innovate and solve personally meaningful real-world problems in a global context.

- **Educators are known as leaders** in Connecticut and nationally, for distinguished practices and for being committed to creating a caring, collaborative educational family, while fostering innovation.

- **Colchester School District** enhances innovative instruction with a 21st century digital learning environment.

- **Colchester School District embraces partnerships with parents and caregivers, and community members** to support learning while fostering pride and excitement for the well-being of all students.

- **Colchester School District will enhance its facilities and technologies** supporting innovative teaching and learning.

This Policy replaces Policy #0000

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|---|---|---|
| Policy adopted: | March 13, 2001 | Colchester Public Schools |
| Policy Revision: | June 8, 2010 | Colchester, Connecticut |
| Policy Revision: | October 13, 2015 | |

# Colchester Public Schools

**Series 1000**
**Community/Board Operation**

**ADMINISTRATIVE REGULATIONS REGARDING: SEXUAL OFFENDERS**

Pursuant to state law, the Connecticut Department of Public Safety is obligated to notify school superintendents whenever a sexual offender is released into the community or whenever a registered sexual offender changes his or her address.

***In order to provide information from the Connecticut Department of Public Safety to interested persons in the Colchester Public Schools' community, a link to the Connecticut Department of Public Safety's sexual offender registry has been placed on the school district's website.***

***In addition,*** school district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and prior to permitting a volunteer to work with students in any capacity. Registration as a sexual offender constitutes grounds for denial of employment and/or volunteer opportunities in the Colchester Public Schools.

The Superintendent or his/her designee shall provide training to appropriate staff members regarding the methods for accessing the sexual offender registry information posted on the Connecticut Department of Public Safety and the provisions of these regulations.

Legal references:

Conn. Gen. Stat. §54-258

Public Act 14-213, "An Act Concerning Notice To The Superintendent Of Schools Or Chief Executive Officer Of A Municipality Upon Release Or Relocation Of A Registered Sexual Offender Into The School District Or Municipality"

Regulation adopted: August 11, 2015

**COMMUNITY/BOARD OPERATIONS**

# AGENDA FORMAT/PREPARATION AND DISSEMINATION POLICY

To expedite the business of the Board, the Superintendent in cooperation with the Board Chairperson shall prepare an agenda outlining the matters to be brought to the Board's attention.

The basic format of the agenda shall be as follows:

1. Call to Order and Pledge of Allegiance
2. Additions to the Agenda
3. Report from the Superintendent
4. Public Comment
5. Priority Discussion/Action Items
6. Continued Discussion/Action Items
7. Consent Agenda
8. Reports from Board Committees
9. Reports from Board Liaisons
10. Board Announcements and Information Items
11. Public Comment on New Issues Raised or Subjects Developed
12. Adjournment

Items of business may be suggested by any Board member for inclusion on the agenda. Items of business may also be suggested by any staff member or citizen of the district, but inclusion of such items on the written agenda shall be at the discretion of the Superintendent and the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered or new items added by general consent of the Board during the meeting. Business not included on the agenda may be considered and acted upon if two-thirds of the members vote to do so. In the

event Board of Education business is not concluded by 11:00 p.m., a motion to continue the meeting beyond that hour must be made and approved.

The agenda, together with all supporting materials, shall be distributed to Board members at least 48 hours prior to Board meetings to permit them to give items of business careful consideration. The agenda shall also be made available to the press and representatives of the community and staff groups upon request.

The agenda for regular meetings shall be available to the public and filed at least 24 hours before the meeting in the Board of Education office and in the office of the Town Clerk.

Legal Reference: Connecticut General Statutes
1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meeting. Executive sessions. (subsection (a) re agenda)

c.f. Bylaws of the Board 9325.2

ADOPTED: January 11, 2000
REVISED: December 30, 2016 **(Replaces Policy 1205)**
REVISED: March 12, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

# Community Relations

## Citizens' Advisory Committees

The Board of Education endorses appropriate advisory committees for various district programs and activities. When it establishes a committee, the Board shall provide guidelines for membership and delineate its responsibilities, authority, and meeting requirements pursuant to the Freedom of Information Act. At the October Board meeting each year, the Board shall review existing advisory committees, membership, and committee goals for the year.

The Board of Education supports and encourages development of school advisory councils in each school with the following purpose:

* Arousing the interest of citizens in educational affairs and operation of individual schools and the school system as a whole.

* Involving citizens in a meaningful way in problems and important decisions confronting their schools.

* Developing better understanding among homes, schools, and staff.

* Creating unity of action and citizen support upon which the education of students depends.

The Board of Education recommends the following guidelines in the establishment of such councils:

* That the council be open to any parent whose child is served by the school.

* That the community representation be broad.

* That consideration be given to teacher, student, parent, and non-parent representation.

The Board of Education further recommends that such councils function to:

* Offer suggestions, pose questions, problems, courses of action for study, evaluation, and action to the Principal, Superintendent, and Board of Education.

* Coordinate activities cooperatively with administration, teachers, and community.

* Provide for adequate communication of results of meetings, recommendations, and activities to all concerned.

# Community Relations

**Citizens' Advisory Committees** (continued)

The Board of Education will give full consideration to suggestions from such councils in order that these councils may share in the important decisions for their schools.

All committees created by the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

(cf. 1200 - Participation by the Public)

(cf. 1312 - Public Complaints)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

Legal Reference: Connecticut General Statutes

1-7 through 1-21k Freedom of Information Act

PA 93-195 An Act Clarifying the Meaning of Committee under the Freedom of Information Act

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/91)

Policy adopted: January 11, 2000 COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**1250P**

**COMMUNITY/BOARD OPERATIONS**

# VISITORS AND OBSERVATIONS IN SCHOOLS

The Colchester Board of Education (the "Board") encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the school Principal or designee before being permitted to visit any school building. The Board, through the administration, reserves the right to limit visits in accordance with administrative regulations.

The Board further desires to work collaboratively with parents with an educational nexus with the district, its educational programs or the student being observed, to observe their students in their current classrooms or observe proposed educational placements in the Board's schools. The Board, through the administration, reserves the right to limit observations of current and proposed educational placements in accordance with administrative regulations and the Board's Guidelines for Independent Educational Evaluations.

Upon arrival, all visitors and observers must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors/observers have authorized access, and complying with directives of school officials at all times. All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

Legal References:

"Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations," Connecticut State Department of Education (Mar. 28, 2018).

ADOPTED: January 11, 2000
REVISION: December 13, 2016 (Replaces Policy 1250)
REVISION: December 11, 2018
REVISION: November 9, 2021

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**1250R**

**COMMUNITY/BOARD OPERATIONS**

# ADMINISTRATIVE REGULATIONS REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS

1. Any person wishing to visit a school building, and/or observe any student program, must obtain prior approval from the building Principal or responsible administrator of the respective school building or program.

2. A visitor to any school building or program must be able to articulate a legitimate reason for his/her proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.

3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.

4. When a parent/guardian makes a request to observe an identified student or student program, the request will be reviewed with the student's parent/guardian to determine the purpose of the observation, specific questions being addressed, the location(s) of the observation, and the date, time and length of the observation.

5. When determining whether to approve a request to visit and/or observe individual students or student programs, the building Principal or responsible administrator shall consider the following factors:

    a. the frequency of visits;

    b. the duration of the visit;

    c. the number of visitors involved;

    d. the effect of the visit on a particular class or activity;

    e. the age of the students;

    f. the nature of the class or program;

g. the potential for disclosure of confidential personally identifiable student information;

h. whether the visitor/observer has a legitimate educational interest in visiting the school;

i. whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information;

j. any safety risk to students and school staff; and

k. compliance with the Board's Guidelines for Independent Educational Evaluations, if applicable.

6. The building Principal or responsible administrator has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria. When a requested observation is refused, the building Principal or responsible administrator will provide the parent/guardian with the reason for the decision and will work to develop alternative ways for the parent/guardian to obtain the information the parent/guardian seeks.

7. If a building Principal or responsible administrator approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational programs. The length and scope of any visit shall be determined by the building Principal or responsible administrator in accordance with these regulations and accompanying Board policy. The building Principal or responsible administrator shall determine a reasonable amount of time for observations of individual students or student programs.

8. Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

9. The district has an obligation to maintain the confidentiality of personally identifiable student information. All visitors and observers must restrict their visits and observations to the purpose identified in the request to visit or observe and are strictly prohibited from observing or collecting information on other students within the school. If the visitor/observer views, accesses or otherwise obtains personally identifiable student information concerning another student, the visitor/observer must notify the building Principal or responsible administrator as soon as possible.

10. A refusal to comply with any of the Board's policy provisions and/or regulations concerning visitors shall constitute grounds for denial of the visitor's privileges, as determined appropriate by the building Principal or designee. Such refusal may also result in a referral to law enforcement personnel, as determined appropriate by the building Principal or designee.

Legal References:

"Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations," Connecticut State Department of Education (Mar. 28, 2018).

ADOPTED: November 14, 2017

REVISED: December 11, 2018

1347219v4/CPS

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**Series 1000**
**Community/Board Relations**

**LOITERING OR CAUSING DISTURBANCE POLICY**

All visitors must register in the office of the school Principal when school is in session. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the Principal. Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds, without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there.

**Unauthorized Presence in or on School Grounds**

Students who are on school grounds or in the school at times or in areas not authorized by the school are subject to the trespass law and will be referred to the police on a written complaint for arrest.

Legal Reference: Connecticut General Statutes

53a-185 Loitering in or about school grounds; Class C misdemeanor.

ADOPTED: January 11, 2000
REVISION: February 14, 2017 **(replaces Policy 1251)**

**Series 1000**
**Community/Board Operations**

## POLITICAL ACTIVITIES OF SCHOOL EMPLOYEES POLICY

School employees are expected to assume the full responsibility of citizens living in a democracy including such citizen rights as voting, or refraining from voting; discussing the social, political and economic issues of the day in public meetings; supporting candidates; accepting appointive or elective public office; or holding office in political parties.

### Performance of Civic Duties by Employees

Employees should be expected to perform their civic duties commensurate with democratic ideals. These duties may include:

1. voting and taking an interest in the social, political, and economic issues of the day.

2. exercising democratic rights and responsibilities which are shared in common with other citizens. These rights and privileges may include:

    a. electioneering for candidates.
    b. accepting positions in political campaigns.
    c. holding an office in a political party organization.
    d. serving as a delegate to political party conventions.

### Individual Responsibility in Participating in Political Functions

Employees engaging in political activities shall:

1. realize their obligation is to their work as educators, and

2. endeavor to make others realize that their utterances and actions are performed merely as individuals and not as representatives of the school system, and

3. engage in no political activities on school premises during school hours, and

4. not use District resources.

### Personal Leave for Political Activities

Leaves of absence without pay for political activities may be granted for the purpose of being a candidate for political office or holding political office upon proper request and mutual agreement, consistent with state statutes.

Legal Reference: Connecticut General Statutes

7-421 Political activities of classified municipal employees - re limitations

7-421b Limitation on restriction of political rights of municipal employees.

10-156e - Employees of boards of education permitted to serve as elected official; exception.

P.A. 81-310 An Act Concerning Political Activity by Teachers (Prevents local charter provisions and ordinances from restricting teacher political activity except that a teacher shall not be a member of his/her employing board of education)

ADOPTED: January 11, 2000
REVISED: April 10, 2018 **(replaces #1311)**

**1312P**

**COMMUNITY/BOARD OPERATIONS**

# GENERAL COMPLAINT PROCEDURES

The public will be encouraged to resolve complaints with the individual to whom the complaint is directed.

No member of the community shall be denied the right to petition the Board of Education to remedy a complaint. Keeping this in mind, all complaints shall be first referred back through the proper administrative channels for solution before investigation and/or action by the Superintendent or the Board of Education. Exceptions are complaints that fall within the Board's jurisdiction by statute or Board policy.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, information technology, cafeteria, buses, or learning materials is as follows:

1. Teacher, School-based Staff

2. School Administrator or Director

3. Superintendent or her/his designee

4. Board of Education: Should a member of the public not be satisfied with the response to a complaint after following the channels above, he/she may submit a written request for a meeting with the Board of Education. The Board will consider the written complaint, in executive session if appropriate, and will respond to the requesting party promptly, generally within thirty (30) days of receipt of the written complaint.

Legal Reference: *Keyishian v. Board of Regents,* 385 U.S. 589.603 (1967)

*President's Council, District 25 v. Community School Board No. 25,* 457 F.2d 289 (1972). cert/denied 409 U.S. 998 (1976)

*Minarcini v Strongsville City School District,* 541 F.2d 577 (6th Cir. 1976).

*Board of Education, Island Trees Union Free School District No. 26 v. Pico,* 457 U.S. 853 (1982).

Academic Freedom Policy (adopted by Connecticut State Board of education, 9/9/81).

Connecticut General Statutes

10-238 Petition for hearing by Board of Education

Policy Adopted: April 8, 2008
Policy Revised: March 30, 2021

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**1313P**

**COMMUNITY/BOARD OPERATIONS**

# GIFTS TO SCHOOL PERSONNEL

## Gifts from Suppliers and/or Contractors

The members of the Board of Education and its employees wish to avoid any conflict between their personal interests and the interests of the school district in dealing with suppliers, contractors and all organizations or individuals doing or seeking to do business with the regional school district.

Although it is customary for some suppliers to give gifts to customers' employees at different times which are not of more than nominal value, and are not intended to influence in any manner the school district's procurement practices, the Board of Education requests, in view of the possible adverse publicity that might arise from such practice on the part of the suppliers, that suppliers or potential suppliers do not include the name of any individual connected with the school district on their gift lists.

## Gifts to Board Members

No Board member or employee of the Board of Education shall directly or indirectly solicit any gift; or accept or receive any gift having a value of twenty-five dollars ($25) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence the Board member or employee in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

## Gifts between Students and Teachers

Gifts between students and teachers shall be discouraged.

(cf. 3313 - Relations with Vendors)

(cf. 9270 - Conflict of Interest)

Legal Reference: Connecticut General Statutes

7-479 Conflicts of interest.

ADOPTED: March 14, 2000
REVISION: December 11, 2018

NSC

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Mission/Goals/Objectives

Civility/Respectful Communications and Actions

## Purpose

The Colchester Board of Education promotes civility and respectful communications among district employees, students, parents and the public. In the interest of presenting all adults as positive role models for students, the Colchester Board of Education encourages positive communication and discourages harassing, defamatory, obscene, abusive, discriminatory or threatening communication or actions, some of which may be against the law.

The intent of this policy is to maintain a civil, respectful workplace for teachers, students, administrators, staff, parents and other members of the school community.

The following describes expected standards for staff, students, parents and members of the public while at school, on school property or at a school function.

## Standards for Communications

The Board expects staff, students, parents and members of the public while at school, on school property or at a school function to communicate and act in a manner that promotes respect for the dignity and worth of all individuals, regardless of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, socio-economic status, or role within the school community. All adults participating in the school community are expected to communicate and act in a manner that consistently provides positive role models for students. The Board will regulate communications and actions by staff, students, parents and members of the public while at school, on school property or at a school function, when such communications or actions are contrary to these fundamental principles.

Specifically, the Board will regulate disruptive communications and/or actions by members of the school community that:

1) interfere, disrupt or undermine the effective operation of the school district;
2) are used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
3) create a hostile work environment;
4) breach confidentiality obligations of school district employees; or
5) violate the law, board policies and/or other school rules and regulation.

Mission/Goals/Objectives

Civility/Respectful Communications and Actions - continued

Examples of Disruptive Communications/Actions

Disruptive Communications/Actions include, but are not limited to:

- Using loud and/or offensive language (for example, swearing or display of temper).
- Invading another person's space by moving close to the individual in an aggressive manner.
- Threatening to do physical harm to a teacher, school administrator, school employee, student or member of the community.
- Damaging, destroying or threatening to destroy or damage school property.
- Harassing, defamatory, obscene, abusive, discriminatory or threatening verbal, written or electronic communications.
- Any other behavior which disrupts the orderly operation of the school, a school activity, or any other activity sponsored by the school district.

Student, Parent, Member of the Public Resources

Any employee, parent, or member of the public who believes he/she was subject to disruptive communications and/or actions on the part of a staff member should bring such behavior to the to the attention of the building principal and/or the Superintendent's office.

Disciplinary Consequences

Employees found to be in violation of this policy may be subject to disciplinary action. Students found to be in violation of this policy may be subject to disciplinary action in accordance with the Board's policy concerning Student Discipline.

Parents or other members of the school community found to be in violation of this policy may be directed to leave school property, a school building, or any activity sponsored by the school district. Repeat violations may result in a long-term denial of access to school property, school buildings, or activities sponsored by the school district.

# Colchester Public Schools

**1321.2P**

**COMMUNITY RELATIONS**

## PUBLIC VIDEOTAPING OF EDUCATIONAL ACTIVITIES

The Colchester Board of Education (Board) hereby establishes limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

**Definitions**

***Visual Recording***: Registering visual images on film, tape, digitally or by other mechanical or electronic means.

***Audio Recording***: Registering sounds on tape, digitally or by other mechanical or electronic means.

***Outside Entity***: Any individual, group, organization or corporation other than the administration, officers, staff or students of the District or individuals authorized to act on behalf of the District.

**Recording by Outside Entities**

The Board prohibits the use of video or audio recording equipment on District property, at District facilities, or at District activities by outside entities without permission from the Superintendent or his/her designee unless authorized by law.

This prohibition shall not apply to:

1. Performances or activities to which the general public is invited, such as athletic competitions, concerts and plays.

2. Recording of staff for the sole purpose of professional training or development.

3. Open meetings of the Board or committees appointed by or at the direction of the Board.

4. Outside entities, including student-initiated groups, using or renting District facilities in accordance with Board policies and established administrative procedures.

**Recording by District Personnel**

The District may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the District. This may include the use of video equipment in school buildings and on District transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by and on behalf of District personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

**Recording by Students**

The District prohibits the use of video or audio recording equipment on District property, at District facilities, or at District activities by students except:

1. If required by a school-sponsored class or activity.

2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.

3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.

4. As otherwise permitted by the Building Principal.

**Recording of Meetings**

The Board of Education recognizes a parent's/guardian's right to record a PPT meeting held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

The Board prohibits the use of audio, video, or other recording devices at other meetings held between District employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of District security cameras or devices.

(cf. 1112 - News/Media Relationships)

(cf. 1112.6 - Video Taping of Staff/Students)

(cf. 5125 - Student Records; Confidentiality)

(cf. 5131.11 - Video Cameras on School Buses)

(cf. 5131.111 - Video Surveillance)

(cf. 9320 - Board Meetings)

(cf. 9322 - Public and Executive Sessions)

(cf. 9326 - Taping of Meetings)

Legal Reference: The Individuals with Disabilities Education Act, 20 U.S.C. §§1400-1487, 34 C.F.R. Part 300

The Family Educational Rights and Privacy Act, 20 U.S.C. §1232g 34 C.F.R. Part 99

POLICY ADOPTED: February 13, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**1323P**

**COMMUNITY/BOARD OPERATIONS**

# GIFTS TO STUDENTS

The acceptance of trophies, prizes, or awards from persons or organizations not connected with the schools is not approved unless they conform to the policy of the Board of Education and the corresponding administrative regulations providing for awards for distinguished success in any school activity.

(cf. 5126 – Awards for Achievement)

ADOPTED: January 11, 2000
REVISION: December 11, 2018

NSC

COLCHESTER PUBLIC SCHOOLS

Colchester, Connecticut

**1324P**

**COMMUNITY RELATIONS**

# SOLICITATION OF FUNDS

The objective of this policy is to provide the acceptance criteria and application method for soliciting gifts, grants, and bequests conducted by school-sanctioned parent organizations, district employees, and students of the Colchester Public Schools.

The Colchester Board of Education recognizes that certain types of fundraising activities will enhance the relationship between school and community and will contribute to the improvement of the school program. The Board also recognizes that businesses, cultural, and community organizations hold an interest in the quality of public education and, from time to time, offer to support that interest with a variety of contributions to the school district. School districts, however, are public institutions fully supported by taxes and the Board has a clear responsibility to protect students, staff, and their families from exploitation by special interests including, but not limited to, economic, environmental, and political exploitation. The Board also recognizes that exploitation works both ways. A potential donor may feel unduly pressured, either directly or indirectly, when solicited to contribute to a program promoted by a school system. Therefore the Board of Education establishes the following acceptance criteria.

**Solicitation of Funds from and by Students, Staff and School Sanctioned Parent Organizations**

1. There shall be sufficient educational or financial benefits to the school and/or students, either directly or indirectly, to justify the fundraising activity.

2. Fundraising shall be in good taste and appropriate for the school district.

3. Fundraising shall be limited to Board-approved activities; activities sponsored by faculty, students, and school-related parent organizations for nonprofit school benefits; or educational and recreational activities sponsored by agencies of the town government.

4. Solicitation of funds from businesses or other outside organizations shall be with the understanding that public recognition for contributions shall be appropriate and balanced.

5. Funds raised from the activity will be applied to a specific school system-related project.

6. The fundraising mechanics or procedures will not unacceptably burden staff or subject the school to unnecessary risks or responsibility as determined by the administration.

7. Instructional time will not be used to conduct or promote fundraising activities except in cases where it is an integral part of the curriculum.

8. School employees will not be approached during school hours for the purpose of soliciting funds or selling goods.

9. Handling and accounting of fundraising material shall be the responsibility of the sponsoring group, not the school or staff.

The following additional criteria shall be applied to solicitation by students:

1. Elementary school students will not participate in door-to-door sales or canvassing.

2. Elementary or middle school fundraising will not result in profit or advertisement for any commercial enterprise except when profits are realized in conjunction with the following events:

   A. Annual all-school fundraising events of one week or less (e.g., fairs, bazaars).

   B. Fundraising activities designed to acquire funds for approved field trips.

   C. Class pictures.

3. Under no circumstances shall students be required to solicit and no mandatory quotas shall be imposed upon them.

4. Commercial enterprise for private profit will be allowed at the high school only for the purchase of goods and services deemed necessary by the Superintendent for normal student activities.

5. Activities related to fundraising shall not occur during normal school hours.

**Application Procedure**

1. All requests to conduct fundraising shall be submitted in writing at least 15 days prior to the proposed activity through the Superintendent.

2. The request shall identify the name of the school, name of the individual submitting the request, name of sponsoring individual or organization, fundraising activity dates, purposes of the fundraising activity, nature of the fundraising activity, anticipated expenses and profits.

3. At his or her option, the Superintendent may refer specific cases to the Board for decision.

**Staff Funds**

1. The participation of an employee in “flower funds,” “sickness and bereavement funds,” “anniversary funds” and the like shall be a matter of individual discretion.

2. Staff funds are exempt from the listed criteria.

POLICY ADOPTED: March 14, 2000
REVISED: February 13, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**1324R**

**COMMUNITY RELATIONS**

## SOLICITATION OF FUNDS - REGULATIONS

1. Principals will periodically (at least twice yearly) share plans for fundraising with other administrators in the system in order to coordinate those efforts and to reduce the overall impact or redundancy that may occur when such activities occur.

2. Programs which regularly obtain large amounts of supplemental funding through booster groups and other support mechanisms will provide periodic reports (at least annually) to the Superintendent describing the level of supplemental support.

3. Any individual or organization denied permission to conduct solicitations or fundraising efforts may appeal this denial to the Board of Education. A request for reconsideration shall be directed in writing to the Superintendent who will bring the item before the Board via the appropriate Board Committee and hence, if so directed, to the Board of Education as a whole. The petitioning organization or individual may present relevant information to the Board in the Committee forum.

REGULATION ADOPTED: February 13, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

# Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

**Jeffrey E. Burt**
Superintendent of Schools

Phone (860) 537-7208
jburt@colchesterct.org


**1324R**

**Community Relations**

## FUND-RAISING ACTIVITY APPROVAL

**GIFTS, GRANTS, AND BEQUESTS**

School _____ Date _____

Organization _____

Contact person _____

Activity _____

_____

_____

Date of fund-raising activity _____

School sponsored: yes _____ no _____

Gift _____

Value of gift/donation_____

_____ _____

SUPERINTENDENT'S SIGNATURE DATE

_____ _____

PRINCIPAL'S SIGNATURE DATE

BOARD ACCEPTANCE OF DONATION DATE: _____ (IF OVER $500)

## Community Relations

## Advertising and Promotion in the School System

The Board of Education believes that properly regulated opportunities for advertising and promotion can be a positive partnership between the school system and the community. The Board also recognizes its responsibility to protect its students from exploitation by private interests and to uphold the values and standards of the school system and community.

The Superintendent or designee must approve advertising in school district facilities or on school district property. Any approval will state precisely where the advertising is to be located and for how long. Advertising will not be allowed outside the approved location or time span. Advertising, for the purposes of this policy, is defined as allowing for-profit making companies or organizations to utilize school property or facilities to promote their goods or services in exchange for money, service, material or other compensation. Advertisements must be aligned with the district's mission, core values and beliefs, as determined by the Superintendent or his/her designee.

### Restrictions on Advertising

The following restrictions will apply to all advertising:

*Advertising shall not:*

1. Violate or contradict the standards, values or educational goals of the school district or community
2. Promote hostility, disorder or violence
3. Attach or defame ethnic, racial or religious groups
4. Discriminate, demean or harass any person or group
5. Inhibit the functioning of the school or district
6. Override the school or district identity
7. Involve any political promotion or endorsement
8. Be obscene or violate the prevailing community standards
9. Promote any religious organization
10. Use any district or school logo without prior approval
11. Allow any message deemed to be inappropriate as determined by the Superintendent of Schools or his/her designee

## Funds Management and Allocation

Subject to primary oversight of the Board of Education, the Superintendent or designee shall have the authority to allocate revenue raised through advertising to support school district programs. Permissible uses of advertising revenue shall include, but are not limited to, the production of advertising materials, costs of attending student award ceremonies, funding student awards, purchasing trophies and equipment.

**Community Relations**

**Advertising and Promotion in the School System**

**Funds Management and Allocation – continued**

The Superintendent or designee may enter into partnerships with school-related programs, clubs and/or organizations for the purpose of selling advertising to support specific programs. Revenue raised to support such specific programs shall be allocated to those programs, provided, however, that the Superintendent or designee may allocate this revenue to other uses when needed.

All revenues and expenditures related to advertising shall be subject to reporting requirements as dictated the Chief financial Officer.

**Approval**
All proposals for advertising shall be submitted, in writing, to the Superintendent of Schools, on the Proposal for Advertising Form 1. Advertising proposals must be approved in writing by the Superintendent or designee prior to being displayed on school district property or facilities. The Superintendent may refer any proposal for advertising to the Board of Education for its approval. Any arrangement that calls for the district to enter into a formal contract must be approved by the Board of Education.

Advertising in school-based publications or activity "programs" (newspaper, yearbook, play programs, concert programs, etc.) must be approved, in writing, in advance, by the school principal or designee. This advertising must meet the standards described in this Policy. The principal may refer advertising to the Superintendent for approval.

**Disclaimer:**
The approval and sale of advertising by the school district does not constitute endorsement of any product, company or organization.

Policy adopted: April 13, 2000
Policy revised: February 9, 2011
Policy adopted: November 15, 2011

Colchester Public Schools
Colchester, CT

# Colchester Board of Education

## Proposal for Advertising

Please Print or Type

Agency/Business: _____

Address: _____

Description of product or service to be advertised:

_____

_____

_____

Representative/Contact: _____

Address: _____

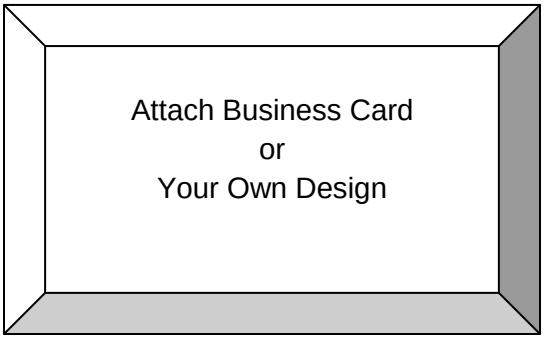
Town/City: _____ State: _____ Zip: _____

Daytime telephone number: _____

1) Display banner(s) at _____(school name/s) for:

One School Year ☐ Two School Years ☐ Three School Years ☐ Four School Years ☐

Our specifications for the banner(s):




2) I am interested in a different form of advertising. Please describe:

_____

_____

_____

_____

Approved _____

Denied _____

_____ _____

Superintendent of Schools Date

# Colchester Board of Education

## Advertising Approval

Agency/Business: _____

Address: _____

Your Proposal for Advertising (copy attached) has been approved). Your advertisement will be displayed as follows:

Location: _____

Time Period: _____

By: _____ Date: _____
Superintendent of Schools

**Directions:**

***Please read carefully.***

1. Banners are made of vinyl and become property of the Town of Colchester.
2. Choose either block letters only (no logo or graphics) OR have your business logo displayed in color.
3. Businesses wishing to have their logo displayed must provide a "camera ready" business card/letterhead or other clean logo sample along with their payment.
4. We want to make sure your banner is correct. Please sketch out, on the paper provided, how you envision the banner to look.
5. Pick the length of display time: 1, 2, or 3 school years.
6. Enclose your payment. Checks must be made payable to the Town of Colchester.
7. Mail payment to: Town of Colchester Finance Department
   127 Norwich Avenue, Suite 203, Colchester, CT 06415
8. Contacts:
   Bacon Academy Athletic Director 860-537-2378
   William J. Johnston Middle School Athletic Coordinator 860-537-2313
   Jack Jackter Intermediate School Principal 860-537-9421
   Colchester Elementary School Principal 860-537-0717

# Colchester Board of Education

## Banner Fees

| Banner Style | Location | One School Year | Two School Years | Three School Years |
|---|---|---|---|---|
| Block Letter | Gym all three seasons Fall/Winter/Spring | $500 | $950 | $1,350 |
| Company Logo | Gym all three seasons Fall/Winter/Spring | $650 | $1,100 | $1,500 |
| Block Letter Premium Location | Fall -Football/Soccer Field **&** Winter - Gym **&** Spring - **Choice of**: Track/Lacrosse Field **OR** Baseball Field **OR** Softball Field | $800 | $1,250 | $1,650 |
| Company Logo Premium Location | | $950 | $1,400 | $1,800 |

All Questions Contact:

Bacon Academy Athletic Director 860-537-2378
William J. Johnston Middle School Athletic Coordinator 860-537-2313
Jack Jackter Intermediate School Principal 860-537-9421
Colchester Elementary School Principal 860-537-0717

Make Checks Payable to: **Town of Colchester**

Mail Payments to:

Town of Colchester, Finance Department
127 Norwich Avenue, Suite 203
Colchester, CT 06415

Regulation adopoted: February 9, 2011

Colchester Public Schools
Colchester, CT

# Colchester Public Schools

**1330P**

**COMMUNITY/BOARD OPERATIONS**

## USE OF SCHOOL FACILITIES

A. Application Procedures

In accordance with Conn. Gen. Stat. § 10-239, the Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board of Education shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses. The Superintendent may limit or restrict the use of school facilities by community and other groups based on the guidance of federal, state, and local health authorities and consistent with applicable law.

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

| Facility | Application Submitted To |
|---|---|
| For use of school buildings | Building Principal |
| For use of athletic fields and facilities | Athletic Director |
| For use of other school facilities | Superintendent of Schools |

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.

2. Activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees and similar organizations).

3. Town department or agency activities.

4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.

5. Activities of for-profit organizations operating within the Town.

6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.

2. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.

3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.

4. Obscene advertising, decorations or materials shall not be permitted on school property.

5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages shall not be permitted.

6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

| | Category | Fee |
|---|---|---|
| 1. | School-sponsored programs and activities. | No rental fee or associated costs. |
| 2. | Activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees and similar organizations). | No rental fee or associated costs. |
| 3. | Town department or agency activities. | Associated costs. |
| 4. | Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above. | Associated costs. |

| | | |
|---|---|---|
| 5. | Activities of for-profit organizations operating within the Town. | Rental fee and associated costs. |
| 6. | Out-of-town organizations. | Rental fee and associated costs. |

"Associated costs" shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

Legal References:

Conn. Gen. Stat. § 10-239

Conn. Gen. Stat. § 10-215f

Conn. Gen. Stat. § 10-221q

Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905

Patriotic and National Organizations, 36 U.S.C § 10101 et seq.

"Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together," Connecticut State Department of Education (June 29, 2020), available at https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf

TEMPORARY POLICY ADOPTED: August 17, 2020
PERMANENT POLICY ADOPTED: November 9, 2021 (Replaced 1000.2T temporary COVID-19 policy)

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

## ADMINISTRATIVE REGULATIONS REGARDING USE OF SCHOOL FACILITIES

Application for Building Use

Organization Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Phone Number: _____

Activity to be carried on: _____

Note: Activities that are not considered "school-sponsored" are charged as follows:

[List applicable fees]

Date(s) Requested: _____ Time: From _____ To _____

The authorized agent for the organization above, and whose signature appears below, agrees that his/her organization will abide by the rules and regulations pertaining to the use of school facilities as prescribed by the Board of Education. The organization further agrees that any damage whatsoever to the building or any part thereof shall be repaired at the expense of the organization using the facilities.

Signatures:

| Person Responsible for the Organization | Board of Education |
|---|---|

Use of School Facilities

The priority list for allocating use of school facilities shall be as follows:

1. Activities related directly to district curricular programs. (No rental fee or associated costs)
2. Activities related to district extracurricular programs. (No rental fee or associated costs)
3. Official activities of governmental agencies. (Associated costs)
4. Activities of local non-profit organizations. (Associated costs)
5. Activities of private, for profit organizations. (Rental fee and associated costs)
6. Out-of-town organizations. (Rental fee and associated costs)

Facilities Available (please select facility desired)

1. Gymnasium
2. Auditorium
3. Kitchen / Cafeteria
4. Classrooms
5. School Grounds
6. Other – Discuss with the Director of Educational Operations

Equipment Needed:

## ADMINISTRATIVE REGULATIONS REGARDING USE OF SCHOOL FACILITIES

INDEMNIFICATION AND RELEASE

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the Board of Education to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby indemnify and hold harmless the Board of Education and the Town of Colchester, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Board of Education or the Town of Colchester, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's facilities, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Board of Education policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 20____

**Community Relations**

**Use of School Facilities**

## 1. Application Requirements

1.1 The following are required items:

- All forms completed in their entirety
- "Indemnification and Release"
- Certificate of Liability/Property Damage Insurance in the amount of $1,000,000.00 naming: "Colchester Public Schools" and "Town of Colchester" as additional insured.
- If applicant is a non-profit organization, a letter from the U.S. Internal Revenue Service setting out such status of the organization. If the organization has not been determined to be non-profit by the U.S. Internal Revenue Service, then documentation from a community member detailing the goals of the organization and/or copy of the organization's Charter and/or Bylaws.

1.2 Forms required for special circumstances:

- Fire Marshal Approval Form
- Use of School Equipment Form.
- Payment for applicable fees, check made payable to "Town of Colchester."
- Any needed waivers as determined by the superintendent and/or his/her designee.

## 2. Fees

2.1 Custodial fees will be charged to all applicants who do not meet the criteria of Section 3 or when special custodial services and/or work hours are required. Custodial fees must be paid at the time of application.

2.2 For school kitchen utilization, fees shall be charged for cafeteria staff as required by the cafeteria manager for safe use of kitchen equipment. Cafeteria fees must be paid before a Facilities Use Permit is issued.

**Community Relations**

**Use of School Facilities**

**Fees -** continued

2.3 For use of all facilities involving use of technological equipment, fees will be charged for school district supervisory personnel.

2.3 A rental fee shall be charged to those who do not meet the criteria for free use as specified below. Rental charges must be paid at time of application.

2.4 All fee schedules will be revised annually by the superintendent and/or his/her designee to be effective July 1.

2.5 Checks shall be made payable to **"Town of Colchester."**

**3. Free Use Criteria**

School facilities may be used without a fee if the activity is held during the regular custodial workday and meets the following:

3.1 Use by the Town of Colchester, the State of Connecticut, and the United States of America's boards, commissions and departments;

3.2 Use by a non-profit organization, whose non-profit status is determined by the U.S. Internal Revenue Service, which use is for the benefit of Colchester community and whose mission is in accordance with the Colchester Public School's Mission Statement.

3.3 Use by a Colchester group/individual, which has not obtained non-profit status, for an activity which benefits the Colchester Public Schools and/or Colchester residents exclusively.

3.4 Use by youth athletic leagues with at least 75% of league participants being Colchester residents

3.5 Use by adult athletic leagues with at least 50% of league participants being Colchester residents, taxpayers or employed in Colchester

3.6 Technological equipment is not used.

3.7 Use for other activities approved by the Board of Education.

**Application Process and Approval -** continued

**4. Application Process and Approval**

4.1 All major school events will be scheduled annually by June 30th for the next school year.

4.2 School events will take priority over all other scheduled events. Every effort will be made to not reschedule community events; however, if a school needs to reschedule a community activity due to unavoidable circumstances, at least ten days advance notice will be provided by the school and the school will notify the sponsors and help them reschedule. Major community events that involve a large number of participants and advance advertising will not be rescheduled.

4.3 All activities held in a school must be approved in advance by the principal and superintendent and/or his/her designee.

4.4 Requests for use of all school facilities, except the gymnasiums and athletic fields for multiple use purposes, shall be submitted to the School Principal's office of the school for which the use is being requested at least three weeks prior to the date of use. Application will be approved or denied within five (5) working days of receipt.

4.5 Requests for use of gymnasiums and athletic fields for multiple use purposes shall be as follows:

4.5.1 Application will be submitted to Colchester Parks and Recreation Department, who will then submit to the Superintendent and/or designee for final approval. All applications will receive final approval or denial within seven (7) working days of receipt by the Colchester Parks and Recreation Department.

4.5.2 If a school event occurring on a field or in a gymnasium needs to be rescheduled, school use of that facility will take priority over scheduled use by other organizations or groups. When that occurs, the school is responsible for notifying the Colchester Parks and Recreation Department within 24-hours with a minimum 10-day advance notification. The Colchester Parks and Recreation Department will be responsible for notifying the applicant and handling any rescheduling. Major community events that involve a large number of participants and advance advertising will not be rescheduled. In the event that Colchester Schools are selected to host any state tournaments, use of the fields and/or gymnasium(s) for that purpose will take precedence over all non-school use.

**Community Relations**

**Use of School Facilities**

**Application Process and Approval -** continued

4.5.3 There will be a Facility Scheduling meeting held by the Colchester Parks and Recreation Department with community organizations three times a year to coordinate use of gymnasiums and athletic fields.

| ***Season*** | ***Usage Period*** | ***Scheduling Meeting*** |
|---|---|---|
| Spring/Summer | April through August | February |
| Fall | August through November | June |
| Winter | November through March | September |

4.5.4 Applications for use of the gymnasiums and athletic fields shall NOT be considered prior to the Facility Scheduling Meeting, except for single use functions.

4.5.5 Applications for a single use function in a gymnasium or on an athletic field shall be made to the Colchester Parks and Recreation Department.

4.6 Applications shall be approved on a first come, first served basis, space available basis.

4.7 Criteria for denying an application:

- An application shall not be approved unless all necessary information and documentation is provided.
- Applicants who reserve a facility and subsequently do not use the facility without notifying the school office or the Parks & Recreation Department before the event may be denied future use and/or have other Facilities Use Permit(s) revoked.
- Previous misuse of a facility by the applying organization
- Failure to pay for damages caused by the applying organization
- Failure of the applying organization to take appropriate precautions to insure the safety of the participants and the spectators.

**Community Relations**

**Use of School Facilities**

**Application Process and Approval** - continued

- Determination that a use is inappropriate for the facility is reason for denial of an application.

**5. Facility Use Rules**

The following shall be adhered to:

5.1 All posted rules shall be followed.

5.2 School facilities will not be used by the public while school is in session.

5.3 No alcohol, illegal drugs, weapons, or tobacco products are permitted in school facilities or on school grounds.

5.4 Classrooms designated as nut-free zones will not be available for community use.

5.5 No food or beverages other than water are permitted in the Bacon Academy auditorium or any gymnasium.

5.6 Trash will be placed in provided receptacles or in an area designated by the staff member on duty.

5.7 Applicants using the facilities are responsible for providing for the safety of all participants and spectators. The following is recommended:

- a fully supplied First Aid Kit available at all times
- a person trained in First Aid and CPR.
- completed and signed emergency medical treatment form(s) on site for all participants
- a cell phone to contact emergency personnel or the police.

5.8 Adequate care, including the wearing of appropriate footwear, will be taken to ensure that the gymnasium floor is not scuffed, marked, or marred.

5.9 No motorized vehicles of any type shall be operated on school lawns, sidewalks, fields, wooded areas or playgrounds, whether paved or not, unless specifically permitted by the school principal.

**Community Relations**

**Use of School Facilities**

**Facility Use Rules** - continued

5.10 The applicant or designee shall have a copy of the Facilities Use Permit with them when using the facility.

5.11 The superintendent and/or designee shall appoint a staff member to be in charge of the building whenever it is in use. That staff member may immediately terminate the activity because of health or safety hazards presented or because school property is jeopardized.

5.12 Users may not adjust or move school equipment other than tables or chairs. School staff members will be responsible for adjusting and moving other school equipment.

5.13 Only those facilities for which the permit is granted may be used. The staff member in charge may substitute a facility in consultation with the organization's designated site supervisor should the need arise.

5.14 Permit holders may store property in school facilities only with the permission of the principal. The Board of Education will not be responsible for the safety or loss of such stored property.

5.15 All indoor programs may not begin before 7:00 a.m. and must be completed by midnight.

5.16 All outdoor activities may not begin before 7:00 a.m. and must be completed by sundown.

5.17 Facilities and equipment used shall be protected and safeguarded by the permit holder. A staff member will inspect the facilities for cleanliness and/or damage at the termination of the use. The permit holder will be billed for any extra clean-up needed or damage caused during the activity.

## 6. Appeal Process

- Any applicant denied a Facility Use Permit may submit a signed letter requesting reconsideration of the application to the authority which issued the denial. That authority shall have five (5) working days to respond.

**Community Relations**

**Use of School Facilities**

**Appeal Process -** continued

- Any applicant denied a permit at Step 1 may appeal in writing to the Superintendent within ten (10) working days of the date of denial of reconsideration. The appeal shall include a copy of the original application and a copy of the denial of the reconsideration, as well as the reason for the appeal. The Superintendent and/or his/her designee shall respond within ten (10) working days.

- Any applicant denied a permit by the Superintendent may appeal that decision in writing to the Board of Education. The appeal must be made within ten (10) working days of the date of the Superintendent and/or his/her designee denial and shall include a copy of the original application and both denials, and the reason for the appeal. Should the organization not be satisfied with the response, they may file a written request for a meeting with the Board of Education. The Board will consider the matter and will respond to the requesting organization within thirty (30) days of receipt of the request.

**7. Equal Access**

In accordance with Public Law 98-377, Title VIII - The Equal Access Act, the Board of Education will grant equal access without discrimination within the meaning of the law.

8. Funds Management and Allocation

Subject to primary oversight of the Board of Education, the Superintendent or designee shall have the authority to allocate fees raised through Use of Facilities to support school district facilities and/or programs. Revenue received for reimbursement of specific salary costs shall be allocated to those costs.

All fees and expenditures related to Use of Facilities shall be subject to reporting requirements as dictated the Chief financial Officer.

Legal Reference: Connecticut General Statutes
10-239 Use of school facilities for other purposes.

Regulation approved: June 11, 1996
Regulation revised: October 31, 2001
Regulation revised: December 11, 2007
Regulation revised: April 12, 2016
Regulation revised: September 13, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**Community Relations**
**Use of School Facilities**

Colchester Public Schools
**Facilities Use Fee Schedule**
**2021-2022**

**Custodial Salary Schedule**

| | |
|---|---|
| Regular Time | $31.20 per hour |
| Overtime | $46.80 per hour |
| Sunday Time | $62.40 per hour |

**Cafeteria Personnel Salary Schedule**

**District Nutrition Program Coordinator / Cafeteria Manager:**

| | |
|---|---|
| Regular Time | $38.50 per hour |
| Overtime | $57.75 per hour |

**Cafeteria Worker:**

| | |
|---|---|
| Regular Time | $23.00 per hour |
| Overtime | $34.50 per hour |

Fees for the **2021-2022** School Year - Effective **July 1, 2022**

# COLCHESTER PUBLIC SCHOOLS
## Application for Use of School Facilities

Facility requested _____

Name of Organization _____Date _____

Organization Contact Person_____Telephone # _____

Email_____

Address _____ Business # _____

Name of Organization Site Supervisor_____Home # _____

---

Requesting Use of (Check area(s) Requested):

| | | | |
|---|---|---|---|
| ☐ | Shower Facilities | ☐ | Lavatories |
| ☐ | Cafeteria/Multi-Purpose Room | ☐ | Kitchen |
| ☐ | Auditorium | ☐ | Media Center/Library |
| ☐ | Classroom(s) (Specify) | ☐ | Parking Lot |
| ☐ | Other (Specify) | | |

Equipment Requested_____

Additional Setup Requested _____

Nature of Activity_____

---

Date(s) Requested _____/_____/_____From _____A.M./P.M., TO _____A.M./P.M.
Month Day Year / Day of Week

_____/_____/_____From _____A.M./P.M., TO _____A.M./P.M.
Month Day Year / Day of Week

*(Each event, for each calendar day must be provided. Include rehearsal dates. Use the attached (1A) of this form for additional dates.)*

Number of People to Attend (estimate) _____ Likely Minimum _____

---

The using group or individual assumes all responsibility for damage, injury, and other liabilities. The using group making application will use the facility in accordance with the Colchester Board of Education Policy, Regulations and Bylaws. The applicant shall take notice that priority for the usage of the facilities, including conflicts in scheduling and rescheduling for unforeseen circumstances, shall be: 1) School activities, 2) Scheduled community events, NON usage of the facility by the applicant for three (3) scheduled events shall lose all rights of usage in the future.

Signature of applicant_____Date: _____

**Building Principal** _____ **Date**: _____

Further Action by:
☐ **Request is granted**
☐ **Request is denied** **Superintendent of Schools** _____ **Date:** _____

Requests for additional equipment, special setups, security, or other agreements between the School Principal and the Applicant. Example: Storage of applicant's personal property, whether food and beverages are being provided during the event.

Signature of School Principal _____ Date _____

---

The undersigned agrees to repair or replace any equipment, structure or physical components of the buildings or facilities which are damaged or lost pursuant to the applicants use of the school's buildings, facilities, or equipment. Furthermore, the undersigned agrees to any special setups, additional security or to any request by the School Principal. Changes to the activity or other requests shall be in writing on this form. Non-compliance with the Board of Education's policies, regulations and/or with agreements contained in this application shall be cause for immediate revocation of the permit. This applicant shall cease and desist all activities once directed to do so by the school staff members and shall immediately vacate the premises. If no agreement and action to rectify, the hazard is forthcoming.

Signature of Applicant _____ Date _____

---

Required attachments:

1. Certificate of Liability/Property Damage Insurance in the amount of $1,000,000.00, naming "Town of Colchester" and "Colchester Public Schools" as an additional insured.
2. Rental charges payable to "Town of Colchester."
3. Letter setting out applicant organization's non-profit status.

**1330**
**Form 1A**

# COLCHESTER PUBLIC SCHOOLS
# SCHOOL FACILITIES REQUEST SCHEDULE

Site Supervisor shall be an additional individual provided by the requesting group (other than a coach(s) or person actively engaged in the activity) whose sole responsibility is the monitoring and control of non-permitted and unsafe activities of all persons (active participants, guests, visitors) in the school facility areas being requested.

Requested space(s) granted for usage shall not be transferred to any other group or individual.

Activities other than those specifically granted are NOT permitted.

| ACTIVITY DATE | DAY OF WEEK | TIME FROM A.M./P.M. | TIME TO A.M./P.M. | NAME OF PERSON IN CHARGE | TELEPHONE NUMBER | NAME OF SITE SUPERVISOR | TELEPHONE NUMBER |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
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Revised December 9, 2014

**1330**
**Form 2**

# COLCHESTER PUBLIC SCHOOLS
## ACTIVITY SAFETY REPORT

Name of the Activity:_____

Date of Activity: _____

Description of Activity:

_____
_____
_____
_____
_____

Number of participants anticipated: _____ Number of Chaperones: _____

Applicant:_____

Person in charge of Safety Procedures: _____

**A supervisor of an activity involving young people has the responsibility to assure that conditions exist to promote the highest degree of safety possible. As examples, higher than anticipated attendance. Small children unattended, first aid provisions, etc. To that end, please complete the following:**

I. Specific safety precautions to be utilized for participants:

_____
_____
_____

II. Specific safety precautions to be utilized for other attendees:

_____
_____
_____

The undersigned agrees to all Colchester Board of Education policies, regulations, and agreements contained on this application concerning the activities applied for.

_____

*Signature of Applicant* *Date*

_____

*Signature of Applicant* *Date*

**1330**
**Form 3**

# COLCHESTER PUBLIC SCHOOLS

## INDEMNIFICATION AND RELEASE

This form is valid for a period of one school year from the date signed for each school which application of usage is made.

THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME. IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS DOCUMENT.

To the extent provided by law, and in consideration of the permission granted to it by the Colchester Board of Education to use certain buildings, grounds, facilities, and/or equipment owned by the Town of Colchester and under the direction of the Colchester Board of Education, the undersigned, in recognition of the fact that the Colchester Board of Education has no lawful obligation to permit said usage by any person, group or other entity not sponsored by the Colchester Board of Education of the Town of Colchester, does hereby release the Colchester Board of Education and the Town of Colchester, its agents, servants, and employees from liability in the event of injury to any person using the said buildings, grounds, facilities, and/or equipment in connection with the activity sponsored by the undersigned or to any person attending any such activity. The undersigned intends this release to be effective and binding on itself and on all members, guests, invitees or observers of the activity sponsored by it.

The undersigned, on behalf of itself and its members, does hereby agree to indemnify, defend, and hold harmless the Colchester Board of Education and the Town of Colchester and its agents, servants, and employees against any and all claims, suits, actions, debts, damages, costs, charges and expenses, including court costs and attorney's fees, and against all liability, losses, and damages of any nature whatsoever, that the Colchester Board of Education and or the Town of Colchester shall or may at any time sustain or be put to by reason of the usage by the undersigned or its members of buildings, grounds, facilities, and/or equipment as contemplated herein.

Waiver of Subrogation: The undersigned agrees, and will require its carriers on all insurance policies in any way related to the use of facilities owned by the Town of Colchester and Colchester Board of Education, to waive all rights of recovery, under subrogation and otherwise, against the Town of Colchester and Colchester Board of Education.

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 20___

_____
*(Name of Organization)*

By_____
*(Signature)* *Title*

**1330**
**Form 4**

# COLCHESTER PUBLIC SCHOOLS

## FIRE MARSHAL APPROVAL FORM

This completed form shall be approved by the local Fire Marshal and accompany any application proposing that any building space will be utilized DIFFERENTLY from the use for which the space is normally utilized. (Activities may include craft fairs, indoor graduation, outdoor events, theater productions, private concerts, etc.)

Applicant:_____

Date of Activity: _____

Time of Activity: _____

Describe any floor or wall covering which will be needed for the activity. Describe the material of which the covering is made or the method used to make it flame retardant:

_____
_____
_____

Provide a dimensional sketch of the space being applied for including exit openings and layout: (Utilize this space for the sketch or attach a sketch to this form)

*If you have questions regarding specific use of a space, please contact the Colchester Fire Marshal directly at 860-207-6870.

Other requirements as deemed necessary by the local Fire Marshal:

_____
_____
_____

_____

*Signature, Fire Marshal Approval* *Date*

**The undersigned agrees to provide the layout/physical set up as approved and agrees, to any other requirements deemed necessary by the Fire Marshal. Any deviation from the permit without the Fire Marshal's written consent shall make the entire permit null and void.**

_____

*Signature of Applicant* *Date*

**1330**
**Form 5**

# COLCHESTER PUBLIC SCHOOLS

## AUTHORIZATION FORM for
## USE OF SCHOOL PERSONAL PROPERTY OR EQUIPMENT

In accordance with the policy of the Colchester Board of Education, I hereby seek authorization to use the following school property or equipment off school premises:

1. Property or Equipment: (Describe with specificity, include model, serial numbers where available)
   _____
   _____

2. Conditions of property or equipment: (Description by School Principal)
   _____
   _____

3. Purpose for use of property or equipment:_____

4. Date property or equipment will be removed from school premises: _____

5. Date property or equipment will be returned:_____

6. Date property or equipment will be used on school property: _____

7. Type/Name/Kind of school equipment needing a trained operator: _____

8. Name of person who is a competent operator of equipment loaned (if training is required to operate equipment):
   _____

9. Name of school staff who knows of the competency of the proposed operator of the school equipment:
   _____

I assume full responsibility, including any necessary insurance for returning the property or equipment listed above in its present condition. I understand that my failure to return such equipment in the same condition in which it was lent to me shall make me personally liable for repairing and/or replacing such equipment.

_____

*Name (please print)* *Signature* *Date*

_____

*Address* *Town* *State* *Zip Code*

_____

*CT drivers license #*

I have reviewed this request, and it is approved:

_____

*Signature of School Principal* *Date*

_____

*Date Returned* *Condition of returned property/equipment*

The above property/equipment has been returned in the condition described above:

_____

*Signature of School Principal* *Date*

One copy of approved form to applicant - One copy in School File

**1330**
**Form 6A**

# COLCHESTER PUBLIC SCHOOLS

## RENTAL CHARGE SCHEDULE

## FOR-PROFIT ORGANIZATIONS, GROUPS OR INDIVIDUALS

| AREA | OCCUPANCY | RATE |
|---|---|---|
| Regular Classroom | 25 | $20.00/hr. minimum fee $60.00 - 3 hrs. |
| Large Group Instruction | 45 | $50.00/hr. minimum fee $150.00 - 3 hrs. |
| Cafeterias | 125 to 200 | $100.00/hr. minimum fee $300.00 - 3 hrs. |
| Gymnasiums | 500 to 1200 | $150.00/hr. minimum fee $450.00 - 3 hrs. Additional fees may occur if non bleacher seating required or portable stage usage |
| Locker Rooms | 40 | $50.00/hr. minimum fee $150.00 - 3 hrs. |
| BA Auditorium | 640 | $200.00/hr. minimum fee $600.00 - 3 hrs. Rehearsals - $100.00/hr. minimum $300.00 - 3 hrs. Additional charges for lighting and sound system |
| Shops Areas | 24 | $100.00/hr. minimum fee $300.00 - 3 hrs. |
| Special Rooms Art/Home Ec/Science/Music | 25 | $50.00/hr. minimum fee $150.00 - 3 hrs. |
| Media Centers | 40 | $200.00/hr. minimum fee $600.00 - 3 hrs. Additional charge for Media Specialist |
| BA Soccer/Track | 1000 | $150.00/hr. minimum fee $450.00 - 3 hrs. |
| Other Field Areas per field | Varies | $60.00/hr. minimum fee $180.00 - 3 hrs. |

Revised September 2019

**Community Relations**
**Use of School Facilities**

Colchester Public Schools
**Facilities Use Fee Schedule**
**2021-2022**

**Custodial Salary Schedule**

| | |
|---|---|
| Regular Time | $31.20 per hour |
| Overtime | $46.80 per hour |
| Sunday Time | $62.40 per hour |

**Cafeteria Personnel Salary Schedule**

**District Nutrition Program Coordinator / Cafeteria Manager:**

| | |
|---|---|
| Regular Time | $38.50 per hour |
| Overtime | $57.75 per hour |

**Cafeteria Worker:**

| | |
|---|---|
| Regular Time | $23.00 per hour |
| Overtime | $34.50 per hour |

Fees for the **2021-2022** School Year - Effective **July 1, 2022**

**1330**
**Form 7**

# COLCHESTER PUBLIC SCHOOLS

## FACILITY USE APPLICATION PROCEDURE

## CHECKLIST

**(Please be sure to include only those items required)**

| | | REQUIRED | COMPLETED |
|---|---|---|---|
| 1. | Application Form | _____ | |
| 2. | Indemnification and Release Form | _____ | |
| 3. | List of Organization's current Officer/Board of Directors (include address and phone) | _____ | |
| 4. | Certificate of Insurance | _____ | |
| 5. | Fire Marshal Layout Approval | _____ | |
| 6. | Activity Safety Report | _____ | |
| 7. | Fee (checks only, paid to the Treasurer, Town of Colchester) | _____ | |
| 8. | Copy of Organization's Charter/Bylaws | _____ | |

**1331P**

**COMMUNITY/BOARD OPERATIONS**

# PROHIBITION AGAINST SMOKING POLICY

The Colchester Board of Education prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product, on the real property of any school or administrative office building or at any school-sponsored activity. Real property means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots. For purposes of this policy, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, and the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not contain nicotine, that is inhaled by the user of such product. As defined by Conn. Gen. Stat. § 10-233a(h), a school-sponsored activity "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property."

Notwithstanding the above, transdermal nicotine patches used solely as part of an organized treatment program to quit smoking shall not be considered tobacco for the purposes of this policy.

Legal References:

Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

Public Act 14-76, "An Act Concerning The Governor's Recommendations Regarding Electronic Nicotine Delivery Systems And Youth Smoking Prevention"

Public Act 15-206, "An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products"

Conn. Gen. Stat. § 10-233a(h)

POLICY ADOPTED: April 13, 2000
REVISION: August 12, 2014
REVISION: December 8, 2015

# Colchester Public Schools

**1400P**

**COMMUNITY RELATIONS**

## RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS

The Board of Education, in providing an educational program for children of school age, shall cooperate with the other agencies operating in the school district to provide services beyond its basic program.

POLICY ADOPTED: April 13, 2000
REVISED: February 12, 2019

NSC

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

# Community Relations

## Law Enforcement Officials

Schools are responsible for students during school hours which includes protecting each student's constitutional rights, assuring due process in questioning and arrest, and protecting students from any form of illegal coercion.

When police are investigating possible criminal acts which occurred, or may have occurred, on school property, or while under the jurisdiction of the school district, they may question students at school when the following procedures are observed:

1. Students will be questioned as confidentially and inconspicuously as possible.

2. An attempt will be made to notify the student's parents so that they may be present during the questioning. The school Principal, or his/her designee, will be present.

3. Preferably, the officer doing the questioning will wear civilian clothes.

Because of the many support services which local law enforcement agencies provide to the schools, staff, and students, the Board of Education supports the best possible relationship with those agencies consistent with district responsibilities to protect legal rights of staff and students.

The Superintendent of Schools is directed to establish lines of communication with local law enforcement agencies to effect necessary cooperation toward ensuring the security of the school facilities, the safety of students and staff, and for better student education about law enforcement agencies.

(cf. - 5148 Search/Seizure)

Policy adopted: April 13, 2000 COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

# Colchester Public Schools

**1412P**

**COMMUNITY RELATIONS**

## FIRE DEPARTMENT

Member of the local Fire Department and the Town Fire Marshall play a vital role in the school safety program. It shall be the responsibility of the Superintendent and administrative staff to:

1. Establish and maintain relationships with the local Department.
2. Work with the faculty in determining the nature and timing of the Department's participation in the school program.
3. Coordinate and supervise the planned activities.

Principals are directed to seek the advice and cooperation of the Fire Department in at least the following matters:

1. Planning and conduct of fire drills.
2. Fire prevention education.
3. First aid, especially in fire related incidents.
4. Steps needed to conform to all state and local fire codes.

(cf. 6114.1 – Fire Drills)

(cf. 6610 – Emergencies and Disaster Procedures)

POLICY ADOPTED: April 13, 2000
REVISED: January 8, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

# Colchester Public Schools

**1416P**

**COMMUNITY RELATIONS**

## FISCAL AUTHORITY

The Board of Education believes that it has an obligation beyond that imposed by law to work with the appropriate fiscal authority at all stages of the budgeting process in order to develop the kind of understanding of the needs of the schools and the students which will work for the betterment of education in our community.

The Board of Education accepts the legal requirement that it meets and negotiates with the fiscal authority, and further, it will do everything in its power to cooperate with the fiscal authority toward the development of a sound fiscal base for the operation of the schools.

Legal Reference: Connecticut General Statutes

10-153d Meeting between board of education and fiscal authority required. Duty to negotiate.

POLICY ADOPTED: April 13, 2000
REVISED: February 13, 2019

# Colchester Public Schools

**1500P**

**COMMUNITY/BOARD OPERATIONS**

## RELATIONS BETWEEN AREA, STATE, REGIONAL, AND NATIONAL ASSOCIATIONS AND THE SCHOOLS

The Board of Education shall review memberships annually through its budget deliberations. If such memberships are approved, budget shall include funding for such memberships.

The Board of Education, in maintaining such membership, in no way abdicates its authority over the responsibility for the schools of the district as outlined in state law and Board of Education policy.

The Superintendent of Schools shall budget funds for membership, approved by the Board and for the costs of adequate participation of Board of Education, administration and staff in the activities of such associations to achieve the purposes listed above.

POLICY ADOPTED: April 13, 2000
POLICY REVISED: May 13, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

# Colchester Public Schools

**1600P**

**COMMUNITY/BOARD OPERATIONS**

## RELATIONS BETWEEN NON-PUBLIC AND OTHER EDUCATIONAL ORGANIZATIONS AND SCHOOLS

The Board of Education recognizes the need and the worth of cooperative relationships with other schools, school districts, colleges and educational organizations. It encourages members of the school staff to work with their counterparts in such organizations on educational matters within the framework established by the statutes, state regulations and Board of Education policy.

POLICY ADOPTED: February 13, 2001
POLICY REVISED: May 13, 2019

NSC

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**1700P**

**COMMUNITY/BOARD OPERATIONS**

# POSSESSION OF DEADLY WEAPONS OR FIREARMS POLICY

Notwithstanding the otherwise lawful possession of firearms defined in section 53a-3 in or on the real property comprising school district property by persons who hold a valid state or local permit to carry a firearm and would otherwise legally traverse school property with an unloaded firearm for the purpose of gaining access to public or private lands open to hunting or for other lawful purposes, such entry onto school property by these persons for these purposes is prohibited by the Board of Education.

The issuance of a permit to carry a pistol or revolver does not authorize the possession or carrying of a pistol or revolver on school district property. The Board of Education prohibits such possession on school district property.

I. Definitions:

A. **Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Conn. Gen. Stat. § 53a-3 (6).

B. **Firearm** means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged." Conn. Gen. Stat. § 53a-3 (19).

C. **Peace Officer** means “a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under 47-65c who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive.” Conn. Gen. Stat. § 53a-3 (9).

D. **Real Property** means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields, and parking lots.

E. **School-Sponsored Activity** "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Conn. Gen. Stat. § 10-233a(h).

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.

IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity if:

A. The person brings the deadly weapon or firearm on the real property of any school or administrative office building or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive prior written permission from school officials.

B. The person possesses the deadly weapon or firearm on the real property of any school or administrative office building or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.

V. Consequences

A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.

B. A student who possesses and/or uses any deadly weapon or firearm on school property in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.

C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

Legal Reference: Connecticut General Statutes

29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder. (as amended by PA 98-129)

29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty. (as amended by PA 98-129)

52a-3 Definitions.

53a-217b Possession of a weapon on school grounds: Class D felony. (as amended by PA 16-55)

P.A. 13-188 An Act Concerning School Safety

P.A. 14-217 Section 254 of "Budget Implementer Bill"

P.A. 14-212 An Act Concerning the State Education Resource Center

P.A. 16-55 An Act Concerning Recommendations by the Department of Motor Vehicles Regarding Hazardous Materials, Car Dealers, Student Transportation Vehicle Operators, Diversion Programs and Motor Vehicle Inspectors

POLICY ADOPTED: December 13, 2016 **(Replaces Policies 1700, 5131.7, 4118.233/4218.233)**
REVISED: September 14, 2021 (Reinstates Policy #1700P)

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

# Colchester Public Schools

**Series 1000**
**Community/Board Operations**

**AUTOMATIC EXTERNAL DEFIBRILLATORS POLICY**

In order to assist individuals who may experience sudden cardiac arrest or a similar life-threatening emergency during a school's normal operational hours, during school-sponsored athletic practices and athletic events taking place on school grounds, and during school sponsored events not occurring during the normal operational hours of the school, the Colchester Board of Education maintains at each school under the Board's jurisdiction, automatic external defibrillators and school personnel trained in the operation of such automatic external defibrillators and the use of cardiopulmonary resuscitation.. It is the policy of the Colchester Board of Education to support the use of these automatic external defibrillators and trained school personnel during medically appropriate circumstances on school property.

Requirements concerning the use and maintenance of AEDs are set forth in the accompanying Administrative Regulations as may be supplemented by or amended by the Administration from time to time.

For purposes of this policy and the accompanying regulations, an AED is a device that:

1) is used to administer an electric shock through the chest wall to the heart;
2) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis and, if necessary apply therapy;
3) guides the user through the process of using the device by audible or visual prompts; and
4) does not require the user to employ any discretion or judgment in its use.

Legal References:

Connecticut General Statutes

| | |
|---|---|
| 19a-175 | Definitions |
| 52-557b | Good Samaritan Law |
| 10-212d | Availability of Automatic External Defibrillators in Schools |

Regulations of Connecticut State Agencies

Department of Public Health 19a-179-1 et seq.

ADOPTED: December 14, 2010
REVISION: June 14, 2016 **(Replaces policy 5141.27)**

1495770v4

**ADMINISTRATIVE REGULATIONS AUTOMATIC EXTERNAL DEFIBRILLATORS**

## I. Definitions:

**Automatic External Defibrillator (AED)** — means a device that: (A) is used to administer an electric shock through the chest wall to the heart; (B) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis, and, if necessary, apply therapy; (C) guides the user through the process of using the device by audible or visual prompts; and (D) does not require the user to employ any discretion or judgment in its use.

**CPR Provider** — a person who is CPR certified, and has a copy of his/her certification on record with the Colchester Public Schools.

## II. Defibrillator Location

1. The Colchester Public Schools will have defibrillators at least one AED certified person in each school building under the jurisdiction of the Colchester Board of Education.

2. The AEDs will be strategically placed and readily accessible to maximize rapid utilization.

## III. Responsibility for Operation, Maintenance and Record-Keeping

1. The school nurse at each building in which an AED is installed will check the AED in the building on a regular basis, at least monthly. It will be that nurse's responsibility to verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. If the nurse notes any problems, or the AED's self-diagnostic test has identified any problems, the nurse must contact the School Nurse Supervisor immediately to report the problem.

2. After performing an AED check, the nurse shall indicate on the AED service log (Appendix III) that the unit has been inspected and that it was found to be "In-Service" or "Out-of-Service".

3. The School Nurse Supervisor shall be responsible for the following:

   a) AED service checks during the contracted school year;
   b) the replacement of equipment and supplies for the AED;
   c) the repair and service of the AED;
   d) all recordkeeping for the equipment during the school year;
   e) training or scheduling training, for all Board employees who require such training or would like to receive such training;
   f) maintaining a list of AED certified persons;
   g) maintaining all records concerning incidents involving the use of an AED;
   h) maintaining copies of the certifications signed by the AED certified persons (Appendix IV);
   i) reporting the need for revising the AED policy and administrative regulations to the Special Education Director and Superintendent;

## IV. Training for CPR certified persons

The Colchester Board of Education will provide initial training or refresher training to the following classes of individuals on an annual basis:

1) Staff who work in the Health Services Department, including all school nurses and the School Nurse Supervisor;
2) Staff who work in the Athletic Department, including all athletic trainers, head coaches and the Athletic Director;
3) All building administrators; and
4) Other designated faculty and staff at each school.

The training will be provided in accordance with the standards set forth by the American Red Cross or American Heart Association. Individuals completing this training will be considered an AED certified person.

## V. Procedures for Use of an AED

1. To the extent practicable, AEDs should be retrieved and used by AED certified persons or other trained emergency medical services personnel. In the event no AED certified person or other trained emergency medical services personnel is available or present, an AED may be used by any individual in order to provide emergency care to an individual who may be in cardiac arrest or who may be experiencing a similar life-threatening emergency.

2. AEDs may only be used in medically appropriate circumstances.

3. In the event of use, the School Nurse or the School Nurse Supervisor shall promptly thereafter complete an AED check and verify that the unit is in the

proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. Any problems with the AED shall be immediately reported to the School Nurse Supervisor.

ADOPTED: December 14, 2010
REVISION: June 14, 2016 **(Replaces regulation 5141.27)**

05/17/16

1495770v4

**APPENDIX I**

**COLCHESTER PUBLIC SCHOOLS**
**AUTOMATIC EXTERNAL DEFIBRILLATOR LOG**

Any time the AED is retrieved and/or used, the AED must be returned to its original location after retrieval/use and the individual returning the AED must complete the necessary information below:

| Retrieved (Date & Time) | In-Service | *Out-of-Service | Returned (Date & Time) | In-Service | *Out-of-Service | User Signature |
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***If out-of-service, immediately contact the School Nurse or School Nurse Supervisor.**

**APPENDIX II**

**COLCHESTER PUBLIC SCHOOLS**
**AUTOMATIC EXTERNAL DEFIBRILLATOR**
**INCIDENT REPORT**

Name of person completing report:_____

Date Report is being completed:_____ Date of Incident:_____

Name of individual on whom AED was used:_____

Age of individual on whom AED was used:_____

Known status of Patient: _____ Student

_____ Parent of Student

_____ Other, Explain_____

Describe incident:

_____

_____

_____

_____

_____

List series of events from the state of the emergency until its conclusion:

_____

_____

_____

_____

_____

Signature of person completing form:_____

**Please forward to the School Nurse Supervisor no later than 48 hours after the incident.**

**APPENDIX III**

**COLCHESTER PUBLIC SCHOOLS**
**AUTOMATIC EXTERNAL DEFIBRILLATOR SERVICE LOG**

| Date | Inspected and In-Service | Inspected and Out-of-Service | Signature of Nurse |
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**Once per month or more often the School Nurse will inspect the AED. If the AED is out-of-service or does not have the appropriate equipment, the School Nurse will contact the School Nurse Supervisor or designee immediately.**

**APPENDIX IV**

**CERTIFICATION OF UNDERSTANDING AND AGREEMENT**

To: Colchester Board of Education

From: _____
(Please print)

I, _____, hereby certify that I have completed the training provided by the Colchester Board of Education concerning the operation of an automatic external defibrillator and the use of cardiopulmonary resuscitation. I further certify that I have read, understand, and agree to comply with the Colchester Board of Education Policy Regarding Automatic External Defibrillators and the accompanying Administrative Regulations.

Sincerely,

_____ (Signature) _____
AED certified person Date

**1800P**

**COMMUNITY/BOARD OPERATIONS**

# GREEN CLEANING PROGRAMS

It is the policy of the Colchester Board of Education to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities. Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Board.

The Colchester Board of Education shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such notice shall include (1) the types and names of environmentally preferable cleaning products being applied in schools, (2) the location of the application of such cleaning products in the school buildings and facilities, (3) the schedule of when such cleaning products are applied in the school buildings and facilities, (4) the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect." and (5) the name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.

Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Colchester Board of Education.

The Colchester Board of Education shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of section 10-220 of the Connecticut General Statutes (i.e. required report on condition of facilities, action taken to implement the Board's long-term school building program, indoor air quality and green cleaning program), available on its web site and the web site of each school

under such board's jurisdiction. If no such web site exists, the board shall make such notice otherwise publicly available.

Connecticut General Statutes:

§ 10-220(a)

§ 10-231g

"Guidance Regarding 'Green Cleaning' Requirements and Coronavirus/COVID 19," Department of Administrative Services (March 5, 2020), available at https://portal.ct.gov/-/media/SDE/Digest/2019-20/2020-COVID-19-Green-Cleaning-Guidance.pdf

| | |
|---|---|
| TEMPORARY POLICY ADOPTED: | August 17, 2020 |
| PERMANENT POLICY ADOPTED: | November 9, 2021 (Replaced 1000.1T, temporary COVID-19 policy |

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

**Series 1000**
**Community/Board Operation**

**POLICY REGARDING PESTICIDE APPLICATION ON SCHOOL PROPERTY**

It is the policy of the Colchester Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any Colchester public school, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

The decision to apply pesticide in any building, or the grounds of any Colchester public school is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any Colchester public school during regular school hours or during planned activities at any school except as provided by Connecticut statute or regulation.

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members in the event of a threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a pesticide be made during regular school hours or during planned activities at school without prior notice to parents or guardians of children and/or staff members in any school in the event of an immediate threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions.

Legal References:

Connecticut General Statutes:
§10-231a

§10-231b
§10-231d

Special Session Public Act 15-5, §§ 437-38, "An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2017, Concerning General Government, Education, Health and Human Services and Bonds of the State"

ADOPTED: October 13, 2015 (Replaces Policy 3524.1)
REVISED: December 8, 2015

272596v12
9/28/15

**Series 1000**
**Community/Board Operation**

**ADMINISTRATIVE REGULATIONS REGARDING PESTICIDE APPLICATION ON SCHOOL PROPERTY**

A. Definitions:

1. **Pesticide**: means a fungicide used on plants, an insecticide, a herbicide or a rodenticide, but does not mean a sanitizer, disinfectant, antimicrobial agent or a pesticide bait.

2. **Lawn Care Pesticide**: means a pesticide registered by the United States Environmental Protection Agency and labeled pursuant to the federal Insecticide, Fungicide and Rodenticide Act for use in lawn, garden and ornamental sites or areas. "Lawn care pesticide" does not include (A) a microbial pesticide or biochemical pesticide that is registered with the United States Environmental Protection Agency, (B) a horticultural soap or oil that is registered with the United States Environmental Protection Agency and does not contain any synthetic pesticide or synergist, or (C) a pesticide classified by the United States Environmental Protection Agency as an exempt material pursuant to 40 C.F.R. § 152.25, as amended from time to time.

3. **Integrated Pest Management**: means use of all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

4. **Restricted Use Pesticide**: means any pesticide or pesticide use classified as restricted by the administrator of the United States Environmental Protection Agency or by the Connecticut Commissioner of Environmental Protection.

5. **Microbial Pesticide**: means a pesticide that consists of a microorganism as the active ingredient.

6. **Biochemical Pesticide**: means a naturally occurring substance that controls pests by nontoxic mechanisms.

B. Integrated Pest Management Plan:

1. The district's integrated pest management plan shall be consistent with the model pest control management plan developed by the Connecticut Commissioner of Environmental Protection pursuant to Section 22a-66l of the Connecticut General Statutes.

2. At the beginning of each school year, the district shall provide the staff of each school with written guidelines on how the integrated pest management plan is to be implemented and shall provide the parents or guardians of each child enrolled in each school with a statement that shall include a summary of the integrated pest management plan for the school. Such statement shall be provided to the parents or guardian of any child who transfers to a school during the school year. Such statement shall (1) indicate that the staff, parents or guardians may register for notice of pesticide applications at the school, and (2) describe the emergency notification procedures provided for in this section. Notice of any modification to the integrated pest management plan shall be sent to any person who registers for notice under this section.

C. Notice of Pesticide Application to Those Who Request Such Notice:

1. Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school.

2. Each school shall maintain a registry of persons requesting such notice.

3. Parents or guardians of children in any school and/or staff members in any school who register for prior notice of pesticide application at their school shall be provided notice, by any means practicable, of each scheduled pesticide application at their school on or before the day that any application of pesticide is to take place.

4. The notice shall include the following information:

a. The name of the active ingredient of the pesticide being applied;

b. The target pest;

c. The location of the application on school property;

d. The date of the application; and

e. The name of the school administrator, or designee, who may be contacted for further information.

D. Notice of Pesticide Application by Electronic Means:

1. Prior to providing for any application of pesticide within any building or on the grounds of any school, in addition to the notice requirements in Section C, above, the district shall provide for notice of such application not less than twenty-four (24) hours prior to such application by posting the notice required in Section C, above, either on or through: (a) The home page of the Internet web site for the school where such application will occur, or, if the school does not have a

web site, on the home page of the district's Internet web site, and (b) the primary social media account of such school or the district. For purposes of these administrative regulations and Section 10-231d of the Connecticut General Statutes, "social media" means an electronic medium where users may create and view user-generated content, such as uploaded or downloaded videos or still photographs, blogs, video blogs, podcasts or instant messages.

2. The district shall indicate on its home page how parents may register for prior notice of pesticide applications, as described in Section C, above.

3. Not later than March 15 of each year, each school or the district shall send through its e-mail notification or alert system or service the notice required by Section C, above, for applications made since January 1 of that year and a listing of such notices for applications made during the March 15 through December 31 timeframe from the preceding calendar year.

4. The district shall additionally print such e-mail notification required by this section in the applicable parent handbook or manual, although the reprinting of such handbook or manual shall not be required to provide such notification.

5. Nothing in these administrative regulations shall require the development or use of an Internet web site, social media account or e-mail notification or alert system by a school or the district that is not already in use or existence prior to October 1, 2015.

E. Emergency Pesticide Application:

1. In the event of a threat to human health, the Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members.

2. In the event of an immediate threat to human health, the Superintendent may direct that an emergency application of a pesticide be made, during regular school hours or during planned activities at school, without prior notice to parents or guardians of children in any school and/or staff members. Such application may only be made if (a) it is necessary to make the application during such period, and (b) such emergency application does not involve a restricted use pesticide.

3. In the event of such emergency application, no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.

4. In the event of such emergency application, the provision set forth below in Section F regarding authorized pesticide applicators shall not apply if the Superintendent determines that it is impractical to obtain the services of any such applicator, provided that the application does not involve a restricted use pesticide.

F. Record of Pesticide Application:

1. A copy of the record of each pesticide application at a school shall be maintained at the school for a period of five (5) years, which record shall include the information required by Section 22a-66a of the Connecticut General Statutes, as it may be amended from time to time.

G. Authorized Pesticide Applicator:

1. No person, other than a pesticide applicator with supervisory certification under Section 22a-54 of the Connecticut General Statutes or a pesticide applicator with operational certification under Section 22a-54 under the direct supervision of a supervisory pesticide applicator, may apply pesticide within any building or on the grounds of any school within the district**.**

H. Prohibition on Use of Lawn Care Pesticides at District Schools with Students through Grade 8:

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions and the conditions set forth above.

Legal References:
Connecticut General Statutes:

§ 10-231a
§ 10-231b
§ 10-231d
§ 22a-47
§ 22a-54
§ 22a-66a
§ 22a-66l

Special Session Public Act 15-5, §§ 437-38, "An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2017, Concerning General Government, Education, Health and Human Services and Bonds of the State"

United States Code:

Insecticide, Fungicide and Rodenticide Act, 7 U.S.C. § 136 et seq.

Code of Federal Regulations:

40 C.F.R. § 152.25

ADOPTED: October 13, 2015 (Replaces Regulation 3524.1)
REVISED: December 8, 2015

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# Colchester Public Schools

**Series 1000**
**Community/Board Operation**

**POLICY REGARDING: SCHOOL SECURITY AND SAFETY**

Each school operating under the jurisdiction of the Colchester Board of Education will create and implement an all-hazards school security and safety plan to bolster its existing emergency preparedness, response capability and school safety and security measures and to best meet all-hazards threats. This plan will adhere to the requirements of state law and will include procedures for managing various types of emergencies and crisis management procedures. Each individual school's plan should be kept securely and will only be provided to the Board of Education, school staff, and administration, members of state and local law enforcement, first responders, and local municipal officials. Pursuant to Connecticut General Statutes § 1-210 (b)(19), the plan will not be available to the public.

Legal References:

State Law:

Public Act 13-3, *An Act Concerning Gun Violence Prevention and Children's Safety*, Sections 86, 87, 88

Conn. Gen. Stat. § 1-210 (b)(19)

Conn. Gen. Stat. § 28-7

Conn. Gen. Stat. § 10-231

Connecticut Department of Emergency Services and Public Protection, *School Security and Safety Plan Standards*, December 30, 2013.

Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans*, June 2013

Policy adopted: August 11, 2015

# Colchester Public Schools

**Series 1000**
**Community/Board Operation**

**ADMINISTRATIVE REGULATIONS REGARDING: SCHOOL SECURITY AND SAFETY**

## I. Security and Safety Committee

In order to create a fully individualized safety plan for each district school, each school will establish a school security and safety committee. *The committee is responsible for assisting in the development of the school's plan and in administering the plan. The committee will meet at least annually to review and update the school's security and safety plan as necessary. In determining whether the security and safety plan requires updating, the committee will take into account the results of the security and vulnerability assessment of the school, as described in Section IV below. The security and safety committee shall also be notified of any instances of disturbing or threatening behavior that may not meet the definition of bullying and shall report such information, as necessary, to the district safe school climate coordinator. Any information provided under this regulation shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights and Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

***[This committee may be the same as the Safe School Climate Committee as long as the Safe School Climate Committee has the required members listed below.]***

The school security and safety committee shall include in its membership a local police officer, a local first responder, a teacher, a building administrator, a mental health professional, and a parent or guardian of a student at the school. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student. Subject matter experts, including but not limited to the local public works director, food services director, the Superintendent of Schools, additional law enforcement members or first responders and representatives of the municipality or others shall be invited to participate as needed.

## II. Security and Safety Plan

Each school's all-hazards school security and safety plan will be created using the format prescribed by the Connecticut State Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security in conjunction with the Connecticut State Department of Education. The Board will submit the finalized school security and safety plan for each school to the Department of Emergency Services and Public Protection. Additionally, each plan will be filed as an annex to the municipality's Local Emergency Operations Plan, filed annually with DESPP/DEMHS pursuant to Conn. Gen. Stat. § 28-7. A reference kit that meets the requirements of DESPP/DEMHS will be created in conjunction with the security and safety plan, which will be available to first responders in the event of a safety or security emergency.

## III. Training and Orientation for School Employees

Each school employee at the school shall receive an orientation on the school's security and safety plan. Additionally, each school employee at the school shall receive violence prevention training in a manner described in the security and safety plan. The training will be conducted in cooperation with the school safety and security committee and shall include local law enforcement, fire, emergency management, and emergency medical services. The goal of the orientation and training is to provide the school community and municipal officials with an understanding of the need for unified planning, preparedness, and response.

## IV. Assessments

At least every two years, the Board shall conduct a security and vulnerability assessment for each school in the district. Each school's security and safety committee shall be advised of the results of the assessment for the committee's school and such results shall be considered by the committee in updating and revising the school's security and safety plan.

Local law enforcement and other public safety officials including the local emergency management director, fire marshal, building inspector and emergency medical services representative shall evaluate, score and provide feedback on fire drills and crisis response drills at each school in the district. By July 1st of each year, the Board shall submit a report to the Department of Emergency Management Homeland Security Regional Coordinator regarding types, frequency, and feedback related to the fire drills and crisis response drills.

Legal References:

State Law:

Public Act 13-3, *An Act concerning Gun Violence Prevention and Children's Safety*

Conn. Gen. Stat. § 1-210 (b)(19) Conn. Gen. Stat. § 28-7

Conn. Gen. Stat. § 10-231

Connecticut Department of Emergency Services and Public Protection, *School Security and Safety Plan Standards*, December 30, 2013.

Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans*, June 2013

Regulation adopted: August 11, 2015